



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, May 16, 2018

7:00 P.M. Regular Board Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday May 16, 2018

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of special Closed Session for May 1, 2018.
2. Approve DRAFT minutes of regular meeting for May 2, 2018.
3. Approve Register of District Invoices.
4. Approve 2018 Program, Activities, and Event Fee Waivers.
5. Approve a Letter in Opposition to Assembly Bill 2065 to Assembly Member Ting.

D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report.

E. PRESENTATIONS

1. Lions Club check presentation to the Town for the remaining funds from Summer Jam in 2017.
2. Lions Club check presentation to the Town from the "Paws on Parade" event held Saturday, April 28, 2018.

F. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of April 2018.

G. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding the Contra Costa County General Election to consider Resolution 2018-05 related to the November 6, 2018 Elections.

H. DIRECTORS' REPORTS

1. Standing Committee Reports.
2. Other Reportable Items.

I. MANAGER'S REPORT

J. GENERAL MANAGER'S REPORT

K. CORRESPONDENCE RECEIVED

L. FUTURE AGENDA ITEMS

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

N. CLOSED SESSION:

1. Conference with Legal Counsel—Anticipated Litigation Pursuant to Government Code Section 54956.9(b)
Two Potential Cases

O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

P. ADJOURNMENT

1. Adjourn to the regular meeting on June 6, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
Tuesday, May 1, 2018**

Location Change

Town of Discovery Bay District Office
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

SPECIAL MEETING AT 6:00 P.M.

A. ROLL CALL

1. Call business meeting to order 6:00 p.m. – By President Graves.
2. Roll Call – All present with the exception of Director Pease.

B. PUBLIC COMMENT

Public Comment Regarding:

- The process of the Board meetings and will be attending the Regular Board meeting on May 2, 2018.

C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item D-1.

D. CLOSED SESSION:

1. Conference with Legal Counsel—Anticipated Litigation Pursuant to Government Code Section 54956.9(b)
Two Potential Cases.

E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Attebery – Reporting from Closed Session on item D-1 and there is no reportable action.

F. ADJOURNMENT

1. The meeting adjourned at 7:29 p.m. to the Regular Meeting on May 2, 2018 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-02-18

<http://www.todb.ca.gov/agendas-minutes>



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday May 2, 2018**

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Graves.
2. Pledge of Allegiance – Led by President Graves.
3. Roll Call – All present with the exception of Director Pease.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for April 18, 2018.
2. Approve Register of District Invoices.

Motion by: Director Leete to approve the Consent Calendar.

Second by: Vice-President Mayer

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Leete, Director Steele, NOES: 0, ABSENT: 1 – Director Pease.

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report – Deputy Chief of Staff Lea Castleberry provided an update regarding Balfour Road Shoulder Widening and Code Enforcement in Discovery Bay related to citations for RV and Trailers.
2. Sheriff's Office Report – Lieutenant Steve Borbely – Provided the details of the sheriff report regarding arrests, citations, and burglaries. There was discussion regarding a reminder of mail theft and to lock your doors.
3. CHP Report - Officer Thomas provided an update for the month of April.

E. LIAISON REPORTS

None

F. PRESENTATIONS

None

G. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding the NPDES Permit Renewal related to the operations of the Wastewater Treatment Plant and Discharge of the Effluent.

Finance Manager Breitstein – Provided the details of the NPDES Permit renewal.

Motion by: Vice-President Mayer to authorize Stantec to prepare the report of waste discharge and other supporting documents and coordinate items with Regional Water Quality Control Board in the amount of \$49,220 and authorize the General Manager to execute all contracts and up to 10% change orders if needed.

Second by: Director Leete

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Leete, Director Steele, NOES: 0, ABSENT: 1 – Director Pease.

2. Discussion and possible action regarding the Independent Special District Representative to the County Wide Redevelopment Agency Oversight Board Call for Nominations.

Finance Manager Breitstein – Provided the details regarding the call for nominations for the Independent Special District Representative to the County Wide Redevelopment Agency Oversight Board. There was discussion regarding a nomination. The Board agreed to not nominate a candidate for the County Wide Redevelopment Agency Oversight Board.

3. Discussion and possible action regarding Water Meter Installation Project / Payment Options.

President Graves – Provided comments related to the State Mandated Program, the bids received on the project, the cost of the bids, and alternative options for payment.

General Manager Davies – Provided additional details on the Water Meter Installation Project / Payment Options related to the background of the meter installation project, the payment options, the Frequently Asked Questions (FAQs) on our Website, the total cost of the project (\$3,362,109.62). Staff recommends that all meter installation payment checks received thus far be returned and adopt Resolution 2018-04 authorizing the Town to charge newly metered customers \$8.01 a month on the water bill effective July 1, 2018 until the cost of the water meter installation project has been satisfied.

There were 34 Public Comments Regarding the Water Meter Installation Billing

- Transparency, differences in bills, itemized bill, State Mandated timeframe of 2025, observation of the contractor, Bond payoff, flat fee versus a tier program, accountability for the contractors or an audit, field service fee, staff contingency fee/standard fee, licensing for JW Backhoe, shared cost of the meter, before and after pictures, and a leaking water meter.

President Graves – Provided details regarding an oversight with the Water Meter Installation Contractor; the contractor provided the lowest bid and was within budget. The bill for the meter will stay with the property

Legal Counsel Attebery – Provided additional details regarding the bid for the Water Meter Installation Project, the details for the payment options, water rate analysis, Prop 218 notice, water/meter bill runs with the land, ownership of the meter is the District's responsibility (repairs etc.).

There was discussion regarding the Water Meter Installation payments and the water rate analysis.

Motion by: Director Leete to approve Resolution No. 2018-04; return all Water Meter Installation payments and a monthly charge in the amount of \$8.01 be added to the water bill, beginning July, until satisfied.

Second by: Director Steele.

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Leete, Director Steele, NOES: 0, ABSENT: 1 – Director Pease.

H. MANAGER'S REPORT

- Water and Wastewater Manager Koehne – Provided details regarding water conservation.
- Recreation Programs Supervisor Kaiser – Provided details regarding the upcoming Activities Guide.

I. DIRECTORS' REPORTS

1. Standing Committee Reports

Director Steele – Provided the details of the Communications Committee meeting regarding Google Analytics and the Message Board.

2. Other Reportable Items – None.

J. GENERAL MANAGER'S REPORT

Reminder to the Board; Management Staff will be attending a Team Building Workshop.

K. CORRESPONDENCE RECEIVED

None

L. FUTURE AGENDA ITEMS

None

M. ADJOURNMENT

1. The meeting adjourned at 8:30 p.m. to the next regular meeting of May 16, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-03-18

<http://www.todb.ca.gov/agendas-minutes>



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

May 16, 2018

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 96,828.84

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2017/2018.

AGENDA ITEM: C-3

For The Meeting On May 16, 2018
Town of Discovery Bay CSD
For Fiscal Year's 7/17 - 6/18

Town Of Discovery Bay CSD	\$29,415.00
U.S. Bank Corporate Payment System	\$12,583.01
CaliforniaChoice Benefit Admin	\$11,741.04
Herwit Engineering	\$7,549.18
Old School Concrete	\$7,450.00
Brentwood Press & Publishing	\$7,240.00
Bay Area Air Quality Management District	\$3,469.00
Tee Janitorial & Maintenance	\$2,054.00
ParcelQuest	\$1,799.00
County of Contra Costa Public Works Dept	\$1,653.42
Urban Futures, Inc.	\$1,550.00
Karina Dugand	\$1,071.00
Bob Parkins Consulting	\$1,050.00
ULINE	\$841.93
J.W. Backhoe & Construction, Inc.	\$803.60
Mt. Diablo Resource Recovery	\$789.56
MTM Recognition Corp.	\$739.94
Univar	\$627.75
Lucia Peters	\$540.00
Matrix Trust Co TPA# 207	\$521.87
E.R. Harrison & Associates, Inc.	\$516.41
SDRMA	\$500.00
Brentwood Ace Hardware	\$379.69
Express Labs Inc.	\$360.00
ReliaStar Life Insurance Company	\$275.00
Cintas	\$267.82
Office Depot	\$259.32
Water Utility Customer	\$227.65
Malcom Kaiser	\$218.35
Comcast	\$216.43
Discovery Pest Control	\$70.00
Sue Heintl	\$41.97
Watersavers Irrigation Inc.	\$6.90

\$96,828.84



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

May 16, 2018

Prepared By: Mac Kaiser, Recreation Programs Supervisor
Submitted By: Michael R Davies, General Manager

MRD

Agenda Title

2018 Program, Activities, and Event Fee Waivers.

Recommended Action

Acceptance of the additional Fees Waiver approved by the General Manager for the following 2018 Program, Activities, and Events.

Executive Summary

The Town of Discovery Bay Community Services District Board of Directors (Board) established the Park & Facility Usage and Rental Policy #13 on July 16, 2013; and

Whereas the Park & Facility Usage and Rental Policy was revised on October 19, 2016 to more adequately respond to the needs of the community; and

Whereas requirements, except those identified as "prohibited", may now be waived or modified on a case-by-case basis by the General Manager, or designee upon the finding of public interest; and any such modification (including modification to fees) shall be summarized on the next available board agenda.

Therefore, Staff is submitting for acceptance the following additional 2018 Programs, Activities, and Events whose "Fees" were waived by the General Manager upon the finding of public interest per the Park & Facility Usage and Rental Policy #13.

A Contra Costa County Library Program featuring "Germar the Magician" program for children utilizing the Discovery Bay Community Center on June 27 from 3:30PM to 5:30PM for a total cost of \$60.

A two (2) day Pickleball Tournament conducted by the Discovery Bay Pickleball Club in an effort to raise funds for the conversion of the remaining Tennis Court at Cornell Park for Pickleball to be held on June 16 and 17 from 8AM to 4PM for a total cost of \$100.

Staff recommends acceptance of the above additional 2018 Programs, Activities, and Events Fee Waivers and program changes by the General Managers for a new total combined amount for 2018 from \$16,100 to \$16,260.

Fiscal Impact:

Amount Requested \$ None

Sufficient Budgeted Funds Available? (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Attachments

2018 Public Event Calendar DRAFT 5
Parks & Facility Usage & Rental Policy
Resolution 2016-17

AGENDA ITEM: C-4

2018 Town/Public Calendar - Draft

Revised 5/16/2018

2018 Event Dates	Times	Location	Event Title	Event Description	Approximate Attendance Numbers	Event Sponsors	Vendors on site	Food on site	Alcohol on site	Town/County Licenses Required	Fees Charged/Waived
March 10, 11, 17, & 18	9-4PM	Cornell Park	Pony Jamboree	Pony Seasonal Opening Scrimmage Games	100+	Brentwood Pony	No	No	No	TODB Facility Permit	Fees Charged
March 24	7-12PM	DBCC	Easter Egg Hunt	DB Lions Club Easter Egg Hunt	400+	DB Lions Club	No	No	No	TODB Facility Permit	Fees Waived
April 11	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit	Fees Charged
April 28	8AM-12PM	DBCC	Pet's on Parade	Family friendly event for dogs	50	Town & DB Lions Joint Event	Yes	No	No	TODB Facility Permit CCC Health permit	Fees Waived/Lions to donate net proceeds back for dog park specific improvements
May 5 & 6	6AM-9PM	DBCC	Inaugural Discovery Bay Doubles Tennis Tournament	Family friendly event and fund raiser for the renovation of courts 3 & 4.	60-100	Town Event	Yes	Yes	Yes	TODB Facility Permit CCC Health Permit ABC License	N/A Town Event
May 9	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit	Fees Charged
June 2	8AM-11PM	DBCC	Summer Jam Concert in the Park	Family friendly event featuring live music, food and alcohol in partnership with the DB Lions Club.	350+	Town & DB Lions Joint Event	Yes	Yes	Yes	TODB Facility Permit CCC Health Permit ABC License	Fees Waived/Lions to donate 50% of net proceeds back to Town for specific Park/Facility project
June 15, 23	6:30-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-125	Town Event	No	Yes	No	CCC Health Permit Movie Licensing	N/A Town Event
June 13	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit	Fees Charged
16-Jun-17	8AM-4PM	Cornell Park	Fund Raising Pickleball Tournament	Pickleball Tournament to raise funding for Tennis Court conversion	25-50	Discovery Bay Pickleball Club	No	No	No	TODB Facility Permit	Fees Waived
June 23	11AM-4PM	DBCC	Town 20th Anniversary Event	Family friendly event in celebration of 20 years featuring music, food, free public swimming, and a host of dignataries, etc.	100-400	Town Event	Yes	Yes	No	CCC Health Permit	N/A Town Event

2018 Town/Public Calendar - Draft

Revised 5/16/2018

27-Jun	3:30PM-5:30PM	DBCC	Library Program	Family friendly event featuring "Germar the Magician" performing	30-50	Town & CCC Library	No	No	No	TODB Facility Permit	Fees Waived
July 11	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit	Fees Charged
July 13	7PM-10PM	DBCC	Evening Cool by the Pool	Family friendly evening swim and music under the stars	50	Town Event	No	No	No	TODB Facility Permit	N/A Town Event
July 20, 27	6:30-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-125	Town Event	No	Yes	No	CCC Health Permit Movie Licensing	N/A Town Event
August 8	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit	Fees Charged
TBD	6:30-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-125	Town Event	No	Yes	No	CCC Health Permit Movie Licensing	N/A Town Event
Sept 10	8AM-8PM	DBCC	Car Show	Classic, Hot Rod, Motorcycle Car show, food/beer, and vendors	300-400	DB Lions	Yes	Yes	Yes	TODB Facility Permit CCC Health Permit ABC License	Fees Charged
TBD	6:30-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-125	Town Event	No	Yes	No	CCC Health Permit Movie Licensing	N/A Town Event
September 12	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit	Fees Charged
September 22	8:00AM - 8:00PM	DBCC	Summer Jam	Kids zone, possible car show, business vendors, food vendors, concert and petting zoo. Alcohol Sales	500-1,000	DB Lions	Yes	Yes	Yes	TPDB Facility Permit CCC Health Permit ABC Permit ECCFPD	Fees Charged
Dec	TBD	DBCC	Holiday Parade	Judging, Breakfast with Santa, vendors for event located in the CC parking lot	1000+	DB Lions/ Chamber of Commerce Joint Event	Yes	Yes	No	TODB Facility Permit CCC Health Permit ECCFPD Event Permit	Fees Waived for use of parking lot only



Town of Discovery Bay

Program Area: Parks and Landscaping	Policy Name: Park & Facility Usage & Rental Policy	Policy Number: 013
Date Established: April 20, 2011	Date Amended: May 3, 2017	Resolution: 2016-17

I. GENERAL INFORMATION

The Park & Facility Usage and Rental Policy outlines specific regulations and requirements associated with the permitted rental of a public facility and/or area within the Town of Discovery Bay Community Services District (District) owned or operated park. Obtaining a permit shall grant the user basic usage and access rights for the approved purpose and time only. Any fees or deposits established by the District Board of Directors shall be paid by the applicant prior to the approval of the permit. All users shall comply with County, State and Federal laws.

The District reserves the right to cancel, revoke or suspend any and all reservations, permits and applications if deemed inappropriate, flagrantly disrespectful or if harmful activities are taking place in the park or facility. No notice is required and, in some cases, the Sheriff will be notified and enforcement action will be requested. Violations of this policy may result in forfeiture of fees and/ or deposit.

Facilities and parks available for rental include:

1. Cornell Park, Tennis Court
2. Cornell Park, Pickle Ball Courts
3. Cornell Park, Baseball Field
4. Cornell Park, Soccer Field
5. Cornell Park, Shaded Picnic Area
6. Cornell Park, Horse Shoe Pits or Bocce Courts
7. Ravenswood Park, Covered Picnic Area 1
8. Ravenswood Park, Covered Picnic Area 2
9. Ravenswood Park, Soccer Field
10. Community Center, Tennis Court(s)
11. Community Center, BBQ Area
12. Community Center, Reception Area
13. Community Center, Arts and Crafts/Meeting Room
14. Community Center, Multi-Purpose Room
15. Community Center, Event lawn
16. Community Center, Swimming Pool

II. ELIGIBILITY & PRIORITY

The District reserves the right to exclude or remove activities it deems inappropriate for public use. District business will take precedence over any and all other meetings. Groups that have a reservation in advance are subject to cancellations, in rare circumstances, to accommodate this priority. All fees will be returned to the user if the District requires a cancellation or relocation of the reserved event.

In issuing permits, priority shall be given to Discovery Bay residents and events serving the Discovery Bay community.

III. RESERVATION REQUIREMENTS

The renter must be over 18 years of age, and submit a complete Reservation Form to the Community Center, a refundable damage deposit, and all applicable user fees and insurance as described in Insurance Requirements. Renters are required to provide the name and phone number of the principal contact person and a secondary contact. This person must be present onsite during the approved rental period and will be the emergency contact, and is responsible for ensuring compliance with the policies outlined. A copy of the permit must be onsite and available upon request by District staff or representatives during approved rental period.

Single day reservation may be made up to one (1) year in advance. Long-term league reservations may be made up to four (4) months in advance, unless previously approved by the Town of Discovery Bay CSD Board of Directors.

No reservation or agreement will be approved or signed until the requesting user has paid the applicable deposits and fees.

Insurance Requirements: All sports leagues, organizations, or inflatable play equipment operators are required to provide the District with a CERTIFICATE OF LIABILITY INSURANCE showing valid liability coverage in the amount of \$1,000,000. A separate ADDITIONAL INSURED ENDORSEMENT must be submitted listing the "Town of Discovery Bay CSD, its officers, officials, employees, and volunteers" as additional insured on the policy. Insurance Certificates must be submitted to the District at least five (5) days prior to the scheduled reservation.

Cancellations: Park Rental cancellations occurring five (5) business days or more prior to the event will be refunded all fees and deposits. Cancellations occurring four (4) business days or less prior to the event will forfeit all applicable fees but be refunded all of the deposit.

Cancellation for Indoor Facility Rentals at the Community Center occurring sixty (60) days or more prior to the event will be refunded all fees and deposits. Cancellations less than sixty (60) days, but more than thirty (30) days prior to the event date will forfeit 25% of the total fees. Cancellations less than thirty (30) days prior to the event date, but more than fifteen (15) days prior to the event date will forfeit 50% of the total fees. Cancellations occurring less than fifteen (15) days prior to the event date will forfeit all applicable fees. In all cases of cancellation, the deposit shall be returned.

Cancellation fees above do not reflect any cancellation processing fees. Processing fees are in addition to the cancellation fees described here.

Clean Up: Renters are required to clean up and return the park or area to the original condition. Trash must be placed in the receptacles provided. Trash that does not fit in the trash receptacle must be disposed of properly by the renter.

Reasonable party decorations are permitted. However, users may not put staples or nails into any tree, sign, wall or table for any purpose. All decorations must be taken down and removed from the facility.

Deposit Forfeiture: Renter agrees to take full responsibility for the behavior of their guests during the rental period. Children must be supervised at all times by adults. Any charges for damage to the park or facility or its furnishings will be deducted from the deposit. Rentals that exceed the reserved time period will be charged the hourly rate to be deducted from the deposit. Failure to leave the rented area in satisfactory condition will result in deposit forfeiture. Upon a satisfactory inspection of the premises by District staff, the deposit check will be destroyed or returned to the applicant.

Prohibited Activities: No person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within any park area, unless expressly authorized in advance of the event by the Board of Directors. The General Manager, or designee, is authorized to approve service of alcoholic beverages for private events taking place at the Discovery Bay Community Center once a complete and approved application is received and all insurance requirements and other conditions of approval are approved. See Special Conditions regarding the serving and or/sale of Alcoholic beverages, below. Fires and barbecues (BBQ) shall be permitted only in grills already provided in the park. There shall be no overnight events or camping at any Discovery Bay park facility unless expressly authorized in advance of the event by the Board of Directors.

Gambling activities are expressly prohibited at all Town of Discovery Bay Parks and Recreation facilities. Individuals or groups of individuals in violation of this prohibited activity shall immediately cease the prohibited activity. Failure to cease shall result in the immediate notification of local law enforcement authorities.

Renter agrees that they will comply with all state and local laws including but not limited to activities that require a state or local permit. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

Special Conditions regarding the serving and or/sale of Alcoholic beverages:

If alcohol is to be served or sold, it must be indicated on the rental application. The General Manager or Board of Directors, as identified above, must approve any application which includes consumption or sale of alcohol. Once approved, it is the responsibility and liability of the Renter and/or organization renting the facility. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

To sell alcoholic beverages at your event, a valid alcohol permit from the California Department of Alcoholic Beverage Control Board (A.B.C.) must be obtained. The permit must be on file with the District offices at least ten (10) days prior to your event.

Food and Alcohol may be consumed without an Alcohol permit from the A.B.C. when there is no monetary exchange for the food, beverages or admission charged for the event.

Violation of any of these requirements will result in immediate termination of Renter's event and will result in forfeiture of the damage deposit.

The District may require additional deposits, insurance and/or security for events where alcohol is served. These additional requirements will be determined by the circumstances of each rental request.

Food Preparation: Food and non-alcoholic beverages may be served, but not prepared on site for any indoor facility rentals at the Community Center.

Exhibitions, Events, Festivals, Meeting and Assemblies: Any person, group, society, club or organization wishing to set up or maintain any exhibition, place of amusement, concert, picture show, bandstand, performance, entertainment or other form of amusement or function where the expected attendance is fifty (50) people or more occupying the park at any one time, must first obtain written authorization from the District's General Manager. These types of requests must be submitted no less than sixty (60) days prior to the event.

IV. MISCELLANEOUS

Any policy listed herein may be waived or modified on a case-by-case basis and at the discretion of the Board of Directors.

Requirements listed herein, except those identified as "prohibited", may be waived or modified on a case-by-case basis by the General Manager, or designee, upon the finding of public interest; any such modification (including modification to fees) shall be summarized on the next available board agenda.

Policy Established:

April 20, 2011

Policy Amended:

July 16, 2013

January 8, 2014

December 16, 2015

October 19, 2016

May 3, 2017



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2016-17

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
AMENDING PARK & FACILITY USAGE & RENTAL POLICY**

WHEREAS, the Town of Discovery Bay Community Services District owns and/or maintains parks and recreation facilities located within Discovery Bay; and

WHEREAS, the Town of Discovery Bay Community Services District previously adopted a Park Usage and Rental Policy on April 20, 2011; and

WHEREAS, the Park and Usage and Rental Policy has been amended on July 16, 2013, January 8, 2014, and December 16, 2015 respectively; and

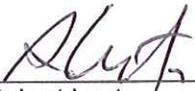
WHEREAS, it is necessary to revise the Park and Usage and Rental Policy.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES AS FOLLOWS:

SECTION 1. That the Board adopt the Park and Facility Usage and Rental Policy and that it be incorporated herein and made a part of this Resolution.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF October, 2016.



Robert Leete
Board Vice-President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on October 19, 2016, by the following vote of the Board:

AYES: 3 - Vice President Leete, Director Suman, Director Steele
NOES: 0
ABSENT: 2 - President Poase, Director Araves
ABSTAIN: 0



Catherine Kutsuris
Board Secretary



Town of Discovery Bay

Program Area: Parks and Landscaping	Policy Name: Park & Facility Usage & Rental Policy	Policy Number: 013
Date Established: April 20, 2011	Date Amended: October 19, 2016	Resolution: 2016-17

I. GENERAL INFORMATION

The Park & Facility Usage and Rental Policy outlines specific regulations and requirements associated with the permitted rental of a public facility and/or area within the Town of Discovery Bay Community Services District (District) owned or operated park. Obtaining a permit shall grant the user basic usage and access rights for the approved purpose and time only. Any fees or deposits established by the District Board of Directors shall be paid by the applicant prior to the approval of the permit. All users shall comply with County, State and Federal laws.

The District reserves the right to cancel, revoke or suspend any and all reservations, permits and applications if deemed inappropriate, flagrantly disrespectful or if harmful activities are taking place in the park or facility. No notice is required and, in some cases, the Sheriff will be notified and enforcement action will be requested. Violations of this policy may result in forfeiture of fees and/ or deposit.

Facilities and parks available for rental include:

1. Cornell Park, Tennis Court
2. Cornell Park, Pickle Ball Courts
3. Cornell Park, Baseball Field
4. Cornell Park, Soccer Field
5. Cornell Park, Shaded Picnic Area
6. Cornell Park, Horse Shoe Pits or Bocce Courts
7. Ravenswood Park, Covered Picnic Area 1
8. Ravenswood Park, Covered Picnic Area 2
9. Ravenswood Park, Soccer Field
10. Community Center, Tennis Court(s)
11. Community Center, BBQ Area
12. Community Center, Reception Area
13. Community Center, Arts and Crafts/Meeting Room
14. Community Center, Multi-Purpose Room
15. Community Center, Event lawn
16. Community Center, Swimming Pool

II. ELIGIBILITY & PRIORITY

The District reserves the right to exclude or remove activities it deems inappropriate for public use. District business will take precedence over any and all other meetings. Groups that have a reservation in advance are subject to cancellations, in rare circumstances, to accommodate this priority. All fees will be returned to the user if the District requires a cancellation or relocation of the reserved event.

In issuing permits, priority shall be given to Discovery Bay residents and events serving the Discovery Bay community.

III. RESERVATION REQUIREMENTS

The renter must be over 18 years of age, and submit a complete Reservation Form to the Community Center, a refundable damage deposit, and all applicable user fees and insurance as described in Insurance Requirements. Renters are required to provide the name and phone number of the principal contact person and a secondary contact. This person must be present onsite during the approved rental period and will be the emergency contact, and is responsible for ensuring compliance with the policies outlined. A copy of the permit must be onsite and available upon request by District staff or representatives during approved rental period.

Single day reservation may be made up to one (1) year in advance. Long-term league reservations may be made up to four (4) months in advance, unless previously approved by the Town of Discovery Bay CSD Board of Directors.

No reservation or agreement will be approved or signed until the requesting user has paid the applicable deposits and fees.

Insurance Requirements: All sports leagues, organizations, groups over 50, or inflatable play equipment operators are required to provide the District with a valid Certificate of Liability Insurance (in the amount of \$1,000,000.00), with the Town of Discovery Bay Community Services District listed as an additionally insured. Insurance Certificates must be submitted to the District at least five (5) days prior to the scheduled reservation.

Cancellations: Park Rental cancellations occurring five (5) business days or more prior to the event will be refunded all fees and deposits. Cancellations occurring four (4) business days or less prior to the event will forfeit all applicable fees but be refunded all of the deposit.

Cancellation for Indoor Facility Rentals at the Community Center occurring sixty (60) days or more prior to the event will be refunded all fees and deposits. Cancellations less than sixty (60) days, but more than thirty (30) days prior to the event date will forfeit 25% of the total fees. Cancellations less than thirty (30) days prior to the event date, but more than fifteen (15) days prior to the event date will forfeit 50% of the total fees. Cancellations occurring less than fifteen (15) days prior to the event date will forfeit all applicable fees. In all cases of cancellation, the deposit shall be returned.

Cancellation fees above do not reflect any cancellation processing fees. Processing fees are in addition to the cancellation fees described here.

Clean Up: Renters are required to clean up and return the park or area to the original condition. Trash must be placed in the receptacles provided. Trash that does not fit in the trash receptacle must be disposed of properly by the renter.

Reasonable party decorations are permitted. However, users may not put staples or nails into any tree, sign, wall or table for any purpose. All decorations must be taken down and removed from the facility.

Deposit Forfeiture: Renter agrees to take full responsibility for the behavior of their guests during the rental period. Children must be supervised at all times by adults. Any charges for damage to the park or facility or its furnishings will be deducted from the deposit. Rentals that exceed the reserved time period will be charged the hourly rate to be deducted from the deposit. Failure to leave the rented area in satisfactory condition will result in deposit forfeiture. Upon a satisfactory inspection of the premises by District staff, the deposit check will be destroyed or returned to the applicant.

Prohibited Activities: No person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within any park area, unless expressly authorized in advance of the event by the Board of Directors. The General Manager, or designee, is authorized to approve service of alcoholic beverages for private events taking place at the Discovery Bay Community Center once a complete and approved application is received and all insurance requirements and other conditions of approval are approved. See Special Conditions regarding the serving and or/sale of Alcoholic beverages, below. Fires and barbecues (BBQ) shall be permitted only in grills already provided in the park. There shall be no overnight events or camping at any Discovery Bay park facility unless expressly authorized in advance of the event by the Board of Directors.

Gambling activities are expressly prohibited at all Town of Discovery Bay Parks and Recreation facilities. Individuals or groups of individuals in violation of this prohibited activity shall immediately cease the prohibited activity. Failure to cease shall result in the immediate notification of local law enforcement authorities.

Renter agrees that they will comply with all state and local laws including but not limited to activities that require a state or local permit. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

Special Conditions regarding the serving and or/sale of Alcoholic beverages:

If alcohol is to be served or sold, it must be indicated on the rental application. The General Manager or Board of Directors, as identified above, must approve any application which includes consumption or sale of alcohol. Once approved, it is the responsibility and liability of the Renter and/or organization renting the facility. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

To sell alcoholic beverages at your event, a valid alcohol permit from the California Department of Alcoholic Beverage Control Board (A.B.C.) must be obtained. The permit must be on file with the District offices at least ten (10) days prior to your event.

Food and Alcohol may be consumed without an Alcohol permit from the A.B.C. when there is no monetary exchange for the food, beverages or admission charged for the event.

Violation of any of these requirements will result in immediate termination of Renter's event and will result in forfeiture of the damage deposit.

The District may require additional deposits, insurance and/or security for events where alcohol is served. These additional requirements will be determined by the circumstances of each rental request.

Food Preparation: Food and non-alcoholic beverages may be served, but not prepared on site for any indoor facility rentals at the Community Center.

Exhibitions, Events, Festivals, Meeting and Assemblies: Any person, group, society, club or organization wishing to set up or maintain any exhibition, place of amusement, concert, picture show, bandstand, performance, entertainment or other form of amusement or function where the expected attendance is fifty (50) people or more occupying the park at any one time, must first obtain written authorization from the District's General Manager. These types of requests must be submitted no less than sixty (60) days prior to the event.

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Policy Established:

April 20, 2011

Policy Amended:

July 16, 2013

January 8, 2014

December 16, 2015

October 19, 2016



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

May 16, 2018

Prepared By: Michael R. Davies, General Manager

Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Authorize General Manager to Sign and Send a Letter in Opposition to Assembly Bill 2065 to Assembly Member Ting.

Recommended Action

Authorize General Manager to sign and send the attached draft letter in opposition to Assembly Bill 2065 to Assembly Member Ting.

AB 2065 would require special districts and other local agencies to offer the right of first refusal to affordable housing developers, schools, and parks before selling, leasing, or otherwise conveying their land. These requirements would take effect regardless of the appropriateness of reserving the land for housing, schools, or parks, and regardless of the local agency's desire to protect or preserve the land for future use. Under AB 2065, special districts would have to offer their land to these preferred entities even before entering informal negotiations for the disposal of their property.

In addition, AB 2065 would change the Surplus Land Act to:

Expand the definition of "surplus land" to include any property owned by a local agency

- Expand the definition of "disposal" to include the sale, lease, or other conveyance of surplus land
- Expand the number of local agencies required to comply to include districts, including school, sewer, water, utility, and local and regional park districts of any kind or class; joint powers authorities, successor agencies to a former redevelopment agency, housing authorities, or other political subdivisions of the state and any instrumentality thereof.

Currently, the Surplus Land Act requires local agencies to inventory the land they own every year. If land is no longer needed, a local agency must follow certain procedures prior to disposal of this "surplus" land. The intent behind the disposal procedures is to promote the use of surplus land towards affordable housing, parks and recreation purposes, open-space purposes, and transit-oriented development. The disposal procedures provide a Right of First Refusal to entities agreeing to use the land for, amongst other things, affordable housing.

Prior to disposing of surplus land, local agencies must make a written offer to sell or lease surplus land for the purpose of developing low- or moderate-income housing to "housing sponsors" upon written request, as well as any local public entity within the jurisdiction where the surplus land is located. A local agency wishing to dispose of surplus land must also provide a written offer to additional entities, depending on the type of proposed development, for park and recreational purposes, school facilities construction or use by a school district for open space purposes, enterprise purposes, and infill opportunity zones, or transit village plans.

If one of these entities is interested in buying or leasing the land, it must notify the local agency within 60 days of receipt of the offer. If a notified entity is interested but cannot agree with the agency upon the price or terms, the local agency must enter into good faith negotiations with the entity for at least 90 days. If 90 days have passed without an agreement, then the local agency may sell or lease the land without further regard to the Right of First Refusal requirements under the disposal procedures.

"Continued to the next page"

AB 2065 would require public agencies to offer up buffer properties next to wastewater, solid waste facilities, or power plants for affordable housing projects and school construction. These are incompatible land uses for such surplus land and can create environmental justice issues. Also, under AB 2065, local agencies would be required to notice the availability of the property prior to participating in any formal or informal negotiations. This limits districts from having informal discussions to determine a sense of potential market value or discussing time sensitive disposition of land.

CSDA has taken an oppose unless amended position on AB 2065, and is working to narrow the bill only to the sale of surplus land that is considered suitable for school facilities or affordable housing, rather than subjecting all land, regardless of its zoning and the appropriateness for school facilities or affordable housing, to the Surplus Land Act.

Previous Relevant Board Actions for This Item

Attachments

Draft letter to Assembly Member Tin in opposition to AB 2065

AGENDA ITEM: C-5



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Gold-Level of Governance

President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

May 16, 2018

The Honorable Phil Ting
California State Assembly
State Capitol Building
Sacramento, CA 95814

RE: Assembly Bill 2065 (Ting) – Oppose Unless Amended [As Amended April 16, 2018]

Dear Assembly Member Ting:

The Discovery Bay Community Services District is respectfully opposed to AB 2065, which would require special districts to offer their land for development before leasing their property. Discovery Bay CSD provides water, wastewater, lighting, landscape, parks and recreation services to a community of about 15,000 residents.

AB 2065 requires special districts and other local agencies to offer the right of first refusal to affordable housing developers, schools, and parks before selling, leasing, or otherwise conveying their land. The new requirements in the bill would be very problematic for many public agencies that have valid reasons to lease or otherwise protect land they own, such as buffer land surrounding a wastewater plant, or the long-term lease of cemetery district property that will be needed for future internments.

Under AB 2065, attempting to lease land in support of a special district's governmental function would trigger the requirements for the disposal of surplus land. As written, AB 2065 would require special districts to offer up property which may be incompatible for use for housing, schools, or parks. AB 2065 would also make it more difficult to protect a district's land for a future governmental use.

We respectfully request AB 2065 be amended to limit the scope of the bill to the sale of surplus land and not include property for lease. Our opposition is not a challenge to the need for affordable housing, but a validation of the need for local flexibility when it comes to proper governmental land use management.

For these reasons, the Discovery Bay Community Services District respectfully opposes AB 2065 unless amended.

Sincerely,

Michael R. Davies, General Manager
Discovery Bay Community Services District

CC: Allison Lim, Office of Assembly Member Phil Ting [Allison.lim@asm.ca.gov]
Honorable Jim Frazier, Assembly Member
Honorable Steve Glazier, Senator
Rylan Gervase, Legislative Representative, California Special Districts Association [rylang@cdda.net]

**Town of Discovery Bay, CA
Waste & Wastewater**

MONTHLY OPERATIONS REPORT

April 2018

3168 Days of Safe Operations
152,514 worked hours since last recordable incident

TRAINING:

- **Safety**
 - **West Monthly Regional Safety Webinar**
 - **LOTO**
 - **Driving Safety**
 - **High Pressure Water Hydrant**

- **Operation**
 - **None this month**

REPORTS SUBMITTED TO REGULATORY AGENCIES:

- **Monthly Discharge Monitoring Report (DMR)**
- **Monthly electronic State Monitoring Report (eSMR)**
- **Monthly Coliform Report, State Water Board (DDW)**
- **Quarterly Discharge Monitoring Report (DMR)**
- **Quarterly electronic State Monitoring Report (eSMR)**
- **Quarterly Water Quality Report (DDW)**

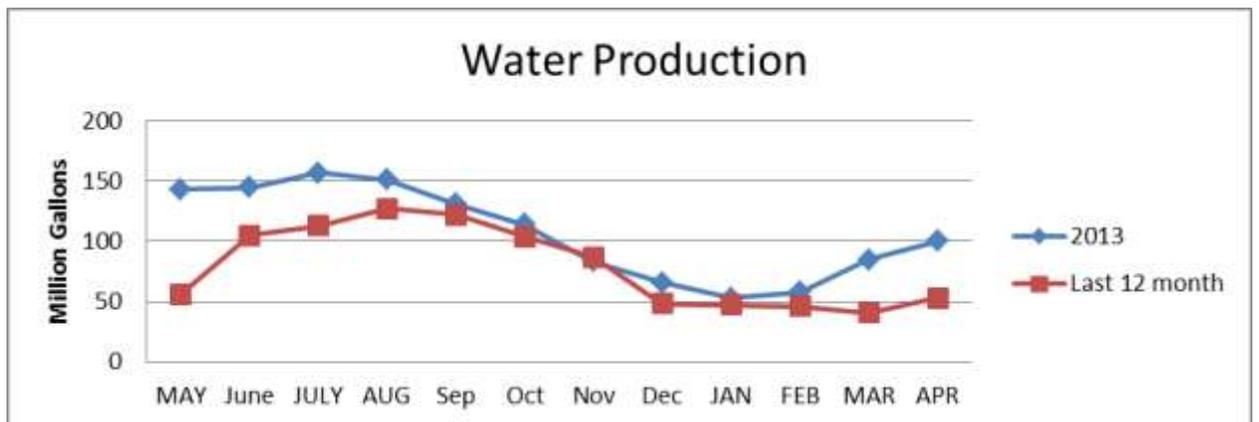
WATER SERVICES

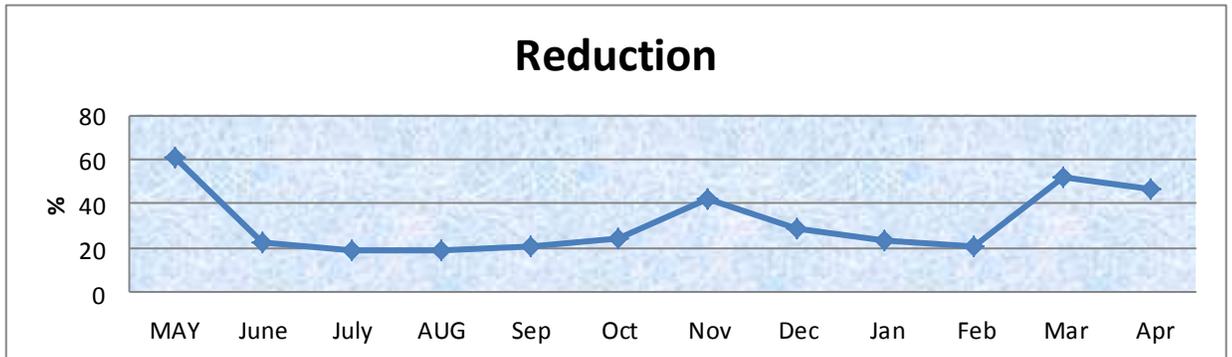
Groundwater Well:

- 1B - Active
- 2 – Active
- 4 – Active
- 5B - Active (Standby only)
- 6 – Active
- 7 - Active

2018 Monthly Water Production Table (MG):

January	February	March	April	May	June
41	46	41	53		
July	August	September	October	November	December





Chemical Usage:



Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 16	• 0	• 0	• 0	• 5

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>Mar Lab Data</i>	<i>Apr Lab Data</i>
Flow, MG Effluent, monthly total		38	41
Flow, MG Daily Influent Flow, avg.	N/A	1.3	1.4
Flow, MG Daily Discharge Flow, avg.	2.35	1.3	1.1
Effluent BOD ₅ , lbs/d, monthly avg.	350	23	11
Effluent TSS, lbs/d, monthly avg.	200*	21	11
Effluent BOD ₅ , mg/L, monthly avg.	20	2	1
Effluent TSS, mg/L, monthly avg.	10*	2	1
Total Coli form 7 day Median Max	23	ND	ND
Total Coli form Daily Maximum	240	ND	ND
% Removal BOD ₅ , monthly avg.	85% min.	98%	99%
% Removal, TSS, monthly avg.	85% min.	98%	99%
Electrical Conductivity, umhos/cm annual avg.	2100	2130	2170

*New TSS Limit went into effect

National Pollution Discharge Elimination System (NPDES):

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
• 0	• N/A	• N/A	• N/A

COLLECTION

Lift Station Status:

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
• 15	• 0	• 0	• 41

Performed weekly lift station inspections

Sewer System:

- 255,700 ft. of collection sanitary sewer line has been assessed.
- 400 ft. flushed/CCTV
- 593 manhole & covers has been inspected.

MAINTENANCE

Preventive and Corrective:





Call & Emergency Responses

Call Outs	Emergencies
3	0

Regular Hours	Overtime
1582	13

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

May 16, 2018

Prepared By: Michael R. Davies, General Manager

Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Discussion and Possible Action Regarding Approval of Resolution No. 2018-05 Related to the November 6, 2018 Election for the Board of Directors.

Recommended Action

Approve draft Resolution No. 2018-05 ordering the Board of Directors elections on November 6, 2018, the District's draft specifications for the election in the "Notice to County Elections Official – Special District Worksheet" and the "Elected Officials and Terms of Office" report; and direct the General Manager to provide these documents to the Contra Costa County Clerk-Recorder-Elections Department by July 5, 2018.

The Town of Discovery Bay Community Services District Board is comprised of five elected seats, three of which expire on December 6, 2018. Board President Kevin Graves, Director Robert Leete and Director Chris Steele occupy four-year terms that expire this year. The election for these seats will be held on November 6, 2018.

The District is required to adopt a resolution that directs the election and specifies that the election be consolidated and whether the candidates or the district will pay for the candidate statements.

The draft Resolution specifies that candidates will pay for their statements. A 250-word limit is identified along with an estimated statement cost of \$233.00. Word limits may be higher if approved by the District and included in the Resolution. Word limits over 250 may have double the cost. The 250-word limit is the standard provided by the County Office of Elections (attached).

The draft "NOTICE TO COUNTY ELECTIONS OFFICIAL – SPECIAL DISTRICT WORKSHEET" specifies that, "In the event of a tie vote, the winner shall be determined by lot at a time and place designated by this board." This was the method chosen in the event of a tie in the 2016 Board election; however, The Board may choose to change this choice to: "In the event of a tie vote, the governing board shall call a run-off election on the sixth Tuesday following the election at which the vote occurred."

The Resolution and documents as approved will be forwarded to the County Elections Department by July 5, 2018.

Attachments

Resolution No. 2018-05
Elected Officials and Terms of Office & Special District Worksheet – November 6, 2018 General Election
Contra Costa County City, School and Special Districts Guide – 2018
Attachment C – Candidate Statement Cost Table November 6, 2018

AGENDA ITEM: G-1



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2018-05

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ORDERING SPECIFICATION OF THE ELECTION ORDER**

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate’s statement to be sent to the voters; may estimate the cost; and determine whether the costs be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District.

NOW, THEREFORE, IT IS RESOLVED that an election be held within the territory included in this district on the 6th day of November 2018 for the purpose of electing members to the Board of Directors of said District in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, **the 6th day of November, 2018**. The purpose of the election is to choose members of the Board of Directors for the following seats:

<u>Town of Discovery Bay</u>	<u>Term of Office</u>
Board of Director	12/7/2018 to 12/1/2022
Board of Director	12/7/2018 to 12/1/2022
Board of Director	12/7/2018 to 12/1/2022

2. The District has determined that the Candidate will pay for the Candidate’s Statement. As a condition of having the Candidate’s Statement published, the candidate shall pay the costs at

the time of filing. The District hereby estimates the cost for a candidate statement as the following: \$233.00.

3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Clerk of this Board is ordered to deliver copies of this Resolution to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, and to the Board of Supervisors.
7. THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Director _____

Seconded by Director _____ at a regular meeting on this day of May 16, 2018, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

DATED: _____

DISTRICT SECRETARY

Administration
925.335.7899
925.335.7893 fax

Elections Division
925.335.7800
925.335.7836 fax

Contra Costa County
Clerk-Recorder-Elections Department

555 Escobar Street
Martinez, CA 94553

Joseph E. Canciamilla
County Clerk-Recorder
and Registrar of Voters

Scott O. Konopasek
Assistant County Registrar



May 1, 2018

Michael R. Davies, General Manager
Town of Discovery Bay Community Services District
1800 Willow Lake Rd
Discover Bay, CA 94505

Dear Michael R. Davies,

Our office is currently preparing for the General Election to be held on November 6, 2018. As you are aware, your district has positions that are up for election. The official filing period begins July 16, 2018 and ends August 10, 2018.

Included in this packet is a copy of the "City, School and Special Districts Guide". This guide provides information regarding important dates, candidate statement costs and the election process.

Enclosed you will find the following forms:

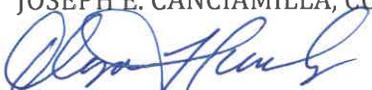
- (2) Elected Officials and Terms of Office Report
- Special District Worksheet
- Sample Resolution Containing Election Order

Please complete and return to us the "Elected Officials and Terms of Office Report", "Special District Worksheet", and an executed "Resolution Containing Election Order" by July 5, 2018.

To insure we have the correct boundary lines for your district, we are requesting a district map in a Shapefile or PDF format that clearly outlines your district's boundary lines. Please provide the map or file by May 15, 2018. Maps may be emailed directly to our mapping division at data.map@vote.cccounty.us.

If you have any questions, please contact me at (925) 335-7804.

Respectfully,
JOSEPH E. CANCIAMILLA, COUNTY CLERK-RECORDER, REGISTRAR


Olga Hernandez
Elections Services Specialist

Enclosures

Elected Officials and Terms of Office

Please refer to the accompanying instructions for important information and instructions, **before** completion.

District Info: Town Of Discovery Bay Community Services District
 1800 Willow Lake Road
 Discovery Bay CA 94505
 (925)634-1131 x

April 26, 2018

Contact 1: Michael R. Davies
 General Manager

Contact 2:

Phone: (925)634-1131
Fax: (925)513-2705
Email: mdavies@todb.ca.gov

Phone:
Fax:
Email:

Ballot Heading(s):	Party	Elected/ Appointed	Term of Office
DISTRICT			
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT			
Director		Elected	12/5/2014 to 12/6/2018
	Robert Jeffrey Leete		
	<i>Phone:</i>	<i>Fax:</i>	
	<i>Email:</i>		
	<i>Web:</i>		
Director		Elected	12/5/2014 to 12/6/2018
	Joseph Kevin Graves		
	<i>Phone:</i>	<i>Fax:</i>	
	<i>Email:</i>		
	<i>Web:</i>		
Director		Elected	12/5/2014 to 12/6/2018
	Vernon Christopher Steele		
	<i>Phone:</i>	<i>Fax:</i>	
	<i>Email:</i>		
	<i>Web:</i>		
Director		Elected	12/2/2016 to 12/4/2020
	William Robert Pease		
	<i>Phone:</i> (510)928-5620	<i>Fax:</i>	
	<i>Email:</i> bpease@sbcglobal.net		
	<i>Web:</i>		
Director		Elected	12/2/2016 to 12/4/2020
	William Perry Mayer		
	<i>Phone:</i> 5102077600	<i>Fax:</i>	
	<i>Email:</i> bmayer126@comcast.net		
	<i>Web:</i>		

I have reviewed all information contained on this form and have indicated any changes necessary.

Signature

**Please Fax back to the number provided
 in the instructions.**

Thank you for your help!

Elected Officials and Terms of Office

Please refer to the accompanying instructions for important information and instructions, **before** completion.

District Info: Town Of Discovery Bay Community Services District
 1800 Willow Lake Road
 Discovery Bay CA 94505
 (925)634-1131 x

April 26, 2018

Contact 1: Michael R. Davies
 General Manager

Contact 2:

Phone: (925)634-1131
 Fax: (925)513-2705
 Email: mdavies@todb.ca.gov

Phone:
 Fax:
 Email:

Ballot Heading(s):	Party	Elected/ Appointed	Term of Office
DISTRICT			
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT			
Director		Elected	12/5/2014 to 12/6/2018
	Robert Jeffrey Leete		
	Phone:	Fax:	
	Email:		
	Web:		
Director		Elected	12/5/2014 to 12/6/2018
	Joseph Kevin Graves		
	Phone:	Fax:	
	Email:		
	Web:		
Director		Elected	12/5/2014 to 12/6/2018
	Vernon Christopher Steele		
	Phone:	Fax:	
	Email:		
	Web:		
Director		Elected	12/2/2016 to 12/4/2020
	William Robert Pease		
	Phone: (510)928-5620	Fax:	
	Email: bpease@sbcglobal.net		
	Web:		
Director		Elected	12/2/2016 to 12/4/2020
	William Perry Mayer		
	Phone: 5102077600	Fax:	
	Email: bmayer126@comcast.net		
	Web:		

I have reviewed all information contained on this form and have indicated any changes necessary.

Signature

**Please Fax back to the number provided
 in the instructions.**

Thank you for your help!

NOTICE TO THE COUNTY ELECTIONS OFFICIAL – SPECIAL DISTRICT WORKSHEET

NOVEMBER 6, 2018 GENERAL ELECTION

Town of Discovery Bay Community Services District

The NOTICE TO THE COUNTY ELECTIONS OFFICIAL – SPECIAL DISTRICT WORKSHEET must be completed and returned no later than (E-125) July 5, 2018. Answers to questions on this worksheet must be included in the body of the resolution. *EC 10509*

1. INCUMBENT INFORMATION

I have reviewed the attached Elected Officials and Terms of Office information for the elective officers of the district according to our records. (Check where applicable)

The information is correct

The information is incorrect. I have marked needed changes and have listed the dates of vacancy and appointments if they are different from the information on the form.

Number of Full Term seats up for election: _____

Number of Short Term seats up for election: _____

2. HOW ARE YOUR BOARDMEMBERS ELECTED?

At Large

By District (Please assign incumbents to districts.)

3. CANDIDATE STATEMENT

Candidate statement costs can be found in the "2018 City, School and Special Districts Guide" on Attachments C-1 to C-2. Statement costs are based on 250 words. Statements over 250 words will double in price.

a) The following will pay for the candidate statement:

District Candidate

b) The Candidate Statement is limited to 250 words.

4. ACTION TO BE TAKEN IN THE EVENT OF A TIE VOTE EC 15651

- In the event of a tie vote, the winner shall be determined by lot at a time and place designated by this board.
- In the event of a tie vote, the governing board shall call a run-off election on the sixth Tuesday following the election at which the tie vote occurred.

5. QUALIFICATIONS FOR OFFICE AS REQUIRED BY THE DISTRICT'S PRINCIPAL ACT

Registered voter

Lives in District

6. DISTRICT BOUNDARIES

- There have been boundary changes. Please email a district map in a Shapefile or PDF format that clearly outlines your district's boundary.
- There have been NO boundary changes. Please email a district map in a Shapefile or PDF format that clearly outlines your district's boundary.

Please email maps to data.map@vote.cccounty.us.

The last day for district boundary changes for the November 6, 2018 Election is (E-130) June 29, 2018.
EC 12262

7. RESOLUTION CONTAINING ELECTION ORDER EC 10002

- Enclosed is the resolution adopted by the District Board members. The resolution must include the date of the Election and the purpose of the Election.

May 16, 2016

DATE

Michael R. Davies

SIGNED

Michael R. Davies

PRINTED NAME

1800 Willow Lake Road, Discovery Bay, CA 94505

MAILING ADDRESS

925-634-1131

AREA CODE / PHONE NUMBER



SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, the 6th day of November 2018. The purpose of the election is to choose members of the board of directors or councilmembers for the following seats: (List offices and terms)

2. The District has determined that the _____ will pay for the Candidate's
(District or Candidate)

Statement. As a condition of having the Candidate's Statement published, the candidate shall/may pay the costs at the time of filing. The District hereby establishes the cost for a candidate statement as the following:
\$_____

3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, **and to the Board of Supervisors.**
7. **THE FOREGOING RESOLUTION WAS ADOPTED** upon motion of Director _____

Seconded by Director _____, at a regular meeting on this day of _____, 2018, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

DATED: _____

DISTRICT SECRETARY
District

CONTRA COSTA COUNTY CITY, SCHOOL AND SPECIAL DISTRICTS GUIDE

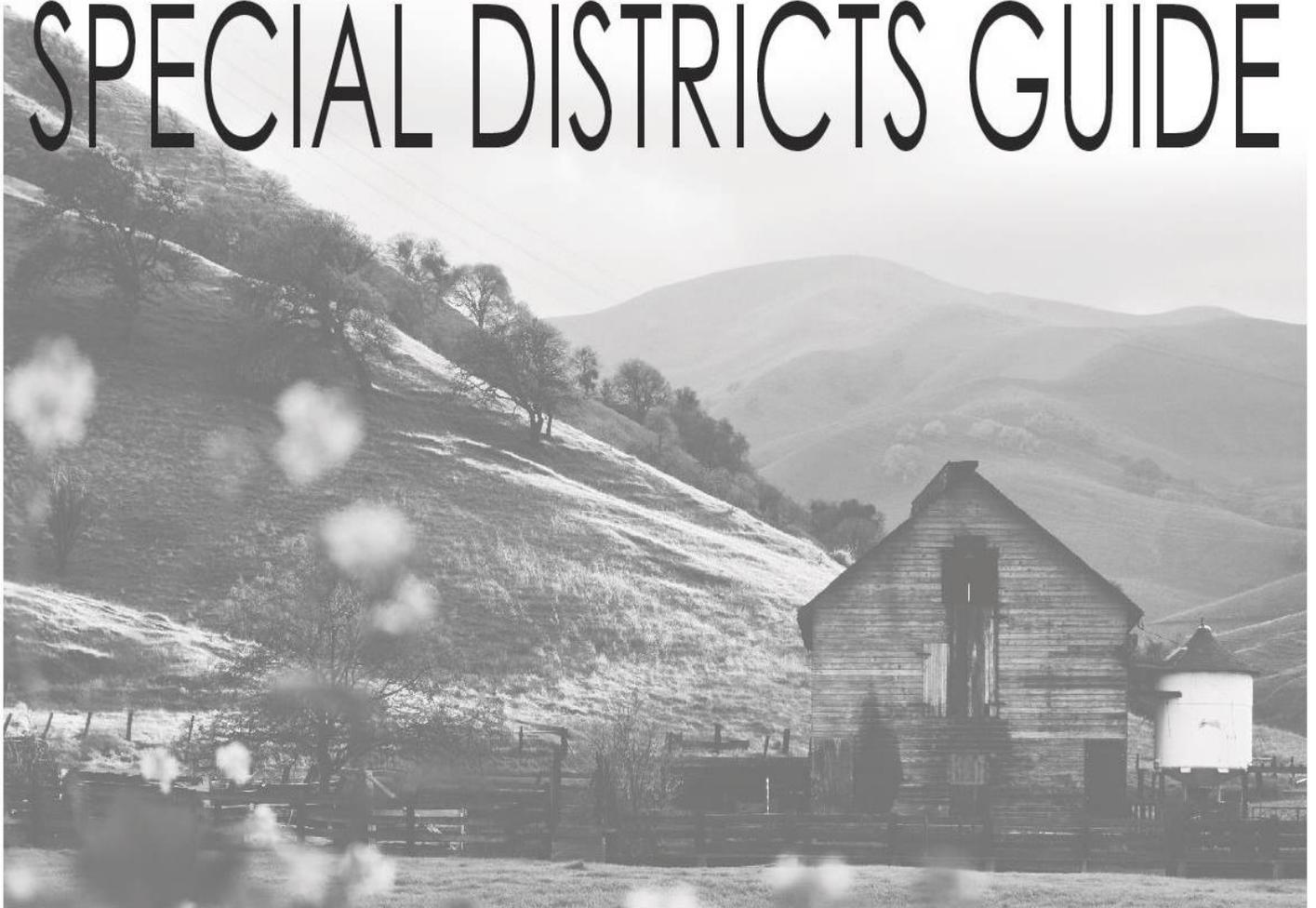


Photo Credit: Jeff Strawther

**GENERAL
ELECTION
NOVEMBER 6** | **2018**

Prepared by Contra Costa County Elections
555 Escobar Street, Martinez, CA 94553
(925) 335-7800 www.cocovote.us

Elections Division

925.335.7800
877.335-7802 Toll free
925.335.7836 Fax

www.cocovote.us

Contra Costa County
Clerk-Recorder-Elections Department
555 Escobar Street
P.O. Box 271
Martinez, CA 94553

Joseph E. Canciamilla

County Clerk-Recorder
and Registrar of Voters

Scott O. Konopasek

Assistant County Registrar



Dear Fellow Election Officials,

We are very pleased to provide you with a new reference guide for the upcoming election season!

It is our hope that you will find this new format easier to use as you prepare your local candidates and measures for the November ballot.

The contents are designed to summarize your primary statutory obligations and to highlight our procedures to allow for a more effective exchange of information between our offices. Our goal is to create a handbook that can help guide you through the process and address most of the situations you might face. As always, please feel free to contact our offices with any additional questions or issues that might arise.

We look forward to your thoughts and comments regarding these changes and hope that you will let us know how we can make this an even more useful tool for you to use in the future.

Please feel free to share your thoughts with us by contacting Rosa Mena by telephone at (925) 335-7806 or via email at Rosa.Mena@vote.cccounty.us.

Sincerely,

A handwritten signature in cursive script that reads "Joseph E. Canciamilla".

Joseph E. Canciamilla
County Clerk-Recorder, Registrar of Voters

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KEY DATES FOR CITIES AND DISTRICTS

	APPLIES TO	DATES
Last day to file a resolution ordering an election	City and Special Districts	Jul. 5* E-125
	School Districts	Jul. 6 E-123
Candidate Filing Period	All Cities, School and Special Districts	Jul. 16 – Aug. 10 E-113 – 88
Last day to place a measure on the ballot	All Cities, School and Special Districts	Aug. 10 E-88
Extended Filing Period	If no incumbent files nomination papers by August 10, the filing period is extended for non-incumbents	Aug. 11 – 15 E-87 – 83
Public Review of “Ballot Designations” and “Candidate Statements”	All candidates	Aug. 11 – 20 E-87 – 78
	For “Candidate Statements” and “Ballot Designations” filed during the extended period	Aug. 16 – 25 E-82 – 73
Last day to withdraw “Candidate Statement”	All candidates	Aug. 13 E-85
	Candidates who filed during the extended filing period	Aug. 16 E-82
Last day for amending or withdrawing a measure	All Cities, School and Special Districts	Aug. 15 E-83
Last day to file a petition forcing a contest on the General Election ballot	Applies only to offices where the number of candidates does not exceed the number of positions	Aug. 15 E-83
Measure letter assignment	Local measures	Aug. 16 E-82
Randomized alphabet drawing for ballot placement	All candidates	Aug. 16 E-82
Last day to file Impartial Analysis	Local measures	Aug. 17 E-81
Last day to file Primary Arguments	Local measures	Aug. 22 E-76
Last day to file Rebuttal Arguments	Local measures	Aug. 27 E-71
Write-in Period	All offices	Sep. 10 – Oct. 23 E-57 – E-14
Deadline to register to vote in the November 6, 2018 General Election	All voters	Oct. 22 E-15
Election Day	Polls are open from 7:00 am to 8:00 pm	November 6, 2018
Deadline to certify the General Election		Dec. 6 E+30

**NOTE: Asterisked dates indicate that the deadline fell on a Saturday, Sunday, or a holiday; the deadline has been moved forward to the next business day.*

ELECTION KEY DATES

Military and Overseas Voter Ballots Mailed	September 21, 2018
Voter Information Guide Mailing	Approx. September 27, 2018
Vote by Mail Mailing	October 9, 2018
Registration Deadline	October 22, 2018
Supplemental Voter Information Guide Mailing	October 25, 2018
Last Day to Request a Vote by Mail Ballot	October 30, 2018
Last Day to Return or Mail a Vote by Mail Ballot	November 6, 2018
Election Day	November 6, 2018
Canvass / 1% Period	November 7 – December 6, 2018
Certification Deadline / Final Results Transmitted	December 6, 2018

FILING A RESOLUTION CONTAINING ELECTION ORDER

Every City and District must file a resolution ordering an election with the Elections Division no later than:

- July 5, 2018* (E-125) for City and Special Districts
- July 6, 2018 (E-123) for School Districts

Election Code 10002, 10509, Education Code 5322

The resolution is the official document that states all the specifications of the election to be held. A number of items are required to be on the resolution, such as:

- Number of positions up for election
- Who pays for Candidate Statement costs
- Confirm District Boundaries – Last day for boundary changes is (E-130) June 29, 2018

For a sample of the resolution see Attachment H.

**NOTE: Asterisked dates indicate that the deadline fell on a Saturday, Sunday, or a holiday; the deadline has been moved forward to the next business day.*

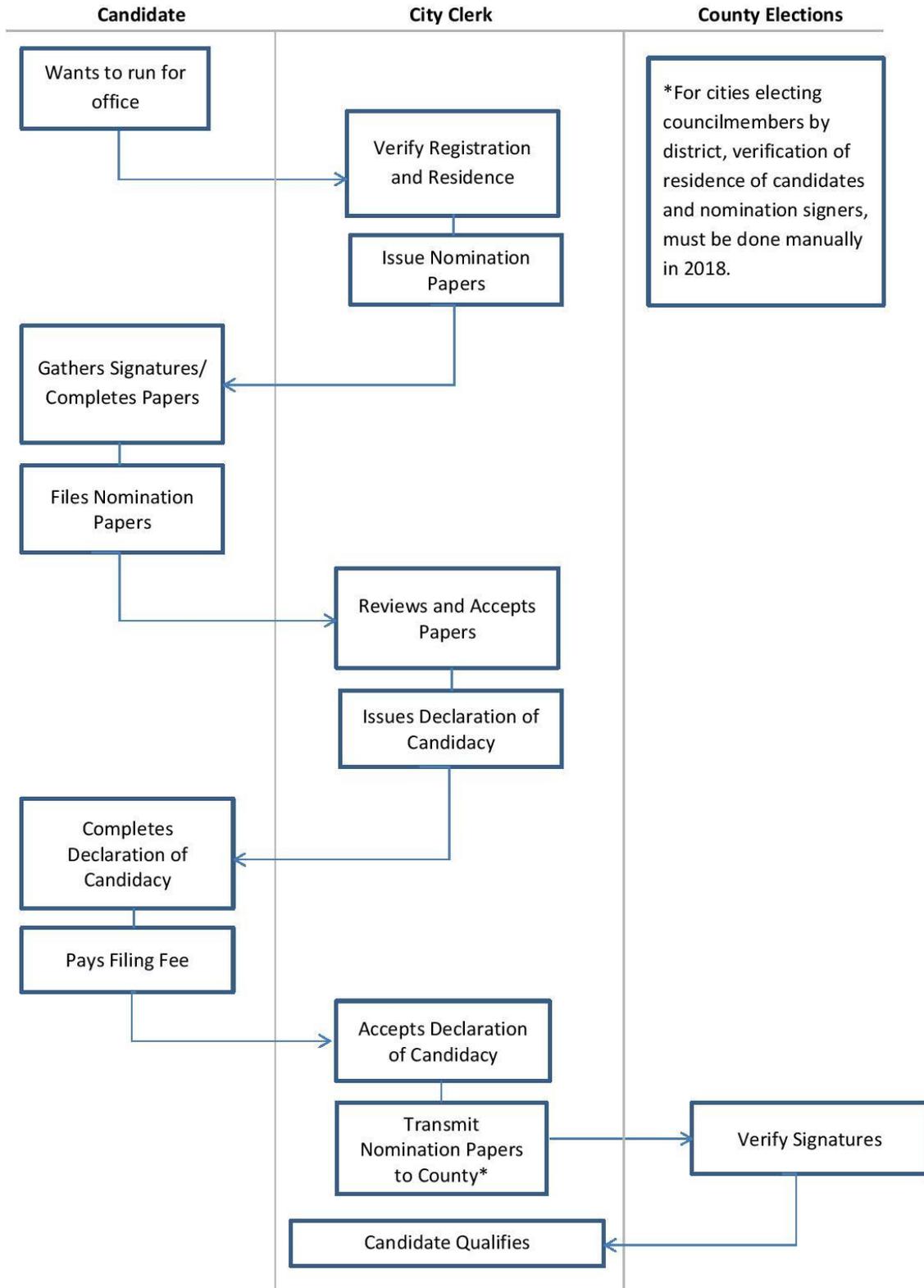
OFFICES FOR ELECTION
November 6, 2018 General Election

SCHOOL DISTRICTS	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED	
Acalanes Union High	3	4 years	At Large	
Antioch Unified	2			
Brentwood Union	3			
Byron Union	3			
Canyon Elementary	3			
Contra Costa Board of Education Area 2 Area 4 Area 5	1 1 1	4 years	By Area	
Contra Costa Community College Ward 1 Ward 3 Ward 4	1 1 1	4 years	By Ward	
John Swett Unified	2	4 years	At Large	
Knightsen Elementary	2			
Lafayette School	3 1 Short Term	4 years 2 years		
Liberty Union High	3	4 years		
Livermore Valley Joint Unified Shared with Alameda County	3			
Martinez Unified Area TBD Area TBD	1 1	4 years		By District
Moraga School	3	4 years		At Large
Mt. Diablo Unified	3			
Oakley Union Elementary	3			
Orinda Union	3			
Pittsburg Unified	3			
San Ramon Valley Unified	3			
Walnut Creek School	3			
West Contra Costa Unified	3			
SPECIAL DISTRICTS				
Alameda-Contra Costa Transit At Large – Shared with Alameda County	1	4 years	At Large	
Ambrose Recreation & Park	3			
Bethel Island Municipal Improvement	2			
Byron Sanitary	2			
Byron-Bethany Irrigation Division 1 Division 3 – Shared with Alameda County	1 1	4 years	By Division	
Castle Rock County Water	2	4 years	At Large	
Central Contra Costa Sanitary	2			
Contra Costa Water Division 1 Division 2	1 1	4 years	By Division	

SPECIAL DISTRICTS (continued)	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
Crockett Community Services	3	4 years	At Large
Diablo Community Services	3		
Diablo Water	3		
Town of Discovery Bay Community Services	3		
Dublin-San Ramon Services Shared with Alameda County	2		
East Bay Municipal Utility Ward 2	1	4 years	By Ward
Ward 3 – Shared with Alameda County	1		
Ward 4 – Shared with Alameda County	1		
Ward 7 – Shared with Alameda County	1		
10 Nomination Signatures Required			
East Bay Regional Park Ward 6	1	4 years	By Ward
Ward 7	1		
50 Nomination Signatures Required			
East Contra Costa Fire	5	4 years or 2 years	At Large
East Contra Costa Irrigation Division 1	1	4 years	By Division
Division 4	1		
Green Valley Recreation & Park	3	4 years	At Large
Ironhouse Sanitary	2		
Kensington Fire Protection	3		
Kensington Police & Community Services	3		
Knightsen Town Community Services	3		
Los Medanos Community Healthcare	3 1 Short Term		
Moraga-Orinda Fire Protection Division 1	1	4 years	By Division
Division 3	1		
Division 4	1		
Mt. View Sanitary	2	4 years	At Large
Pleasant Hill Recreation & Park	3		
Rodeo Sanitary	2		
Rodeo-Hercules Fire Protection	3		
Rollingwood-Wilart Park Recreation & Park	3 2 Short Term		
San Francisco Bay Area Rapid Transit District 2	1	4 years	By District
San Ramon Valley Fire Protection	2 1 Short Term	4 years 2 years	At Large
Stege Sanitary	3	4 years	
West Contra Costa Healthcare	3		
West County Wastewater	3		

CITIES - AT LARGE	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	NOMINATION SIGNATURES REQUIRED
Antioch	2 Councilmembers	4 years	20
Brentwood	2 Councilmembers		
Clayton	2 Councilmembers		
Danville	2 Councilmembers		
El Cerrito	2 Councilmembers		
Hercules	2 Councilmembers		
Lafayette	2 Councilmembers		
Moraga	2 Councilmembers		
Oakley	2 Councilmembers		
Orinda	3 Councilmembers		
Pinole	3 Councilmembers		
Pittsburg	3 Councilmembers 1 City Clerk 1 Treasurer		
Pleasant Hill	2 Councilmembers		
Richmond	3 Councilmembers 1 Mayor		
San Pablo	2 Councilmembers 1 City Clerk 1 Treasurer		
San Ramon	2 Councilmembers 1 Mayor	4 years 2 years	
Walnut Creek	2 Councilmembers 1 Treasurer	4 years	
CITIES - BY DISTRICT	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	NOMINATION SIGNATURES REQUIRED
Concord	1 Councilmember, District TBD 1 Councilmember, District TBD 1 Councilmember, District TBD 1 Treasurer	4 years	20
Martinez	1 Councilmember, District TBD 1 Councilmember, District TBD 1 Mayor		

NOMINATION PROCESS FLOWCHART FOR CITY CLERKS



2018 FILING PERIODS

The filing periods for candidates desiring to run for City, School, and Special Districts are listed below.

General Election - November 8, 2016

Filing Period:	July 16 - August 10, 2018
Extended Filing Period:	August 11 - August 15, 2018

Extended Filing Period

If nomination papers for an incumbent elective officer are not filed by the filing deadline, the filing period for that office is extended 5 calendar days for non-incumbents only. There shall be no extended filing period for candidates where the incumbent cannot file due to term limits or for offices that are vacant.

Election Code 8024

VERIFYING AT-LARGE CITY CANDIDATES' ELIGIBILITY

City Clerks are now able to confirm the eligibility of the candidates' voter registration by using our website.

- 1) Go to www.cocovote.us
- 2) Select "Elections" and click "Am I Registered?"
- 3) Type in the candidate's First Name, Last Name, and Date of Birth and click "Search".
- 4) Select the candidate's name and verify the residence address.
- 5) Click "My Districts" and then "City" tab to verify the candidate is registered to vote within the City limits.
 - If their name is not found, call the Elections Office at (925) 335-7800

Once the candidate's eligibility is verified, nomination papers can be issued. See "Candidate Application Packet" on page 9 for a brief description of the nomination papers.

GENERAL QUALIFICATIONS FOR OFFICE

Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office they seek at the time nomination papers are issued to the person or at the time of the person's appointment.

Cities

General Qualifications

- a) Be a U.S. citizen.
- b) Be a registered voter at the time the Declaration of Candidacy is issued.
- c) Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.
- d) Must be registered in the political subdivision for which you are running.

Election Code 20, 201

School and Special Districts

General Qualifications

- a) Be a U.S. citizen.
- b) Be a registered voter at the time the Declaration of Candidacy is issued.
- c) Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.
- d) Must be registered in the political subdivision for which you are running.

Election Code 20, 201

Additional qualifications:

- *Byron-Bethany Irrigation District* - Must own land within the Division.
- *East Contra Costa Irrigation District* - Must be a free-holder of land within the District.

CANDIDATE APPLICATION PACKET

The Candidate Application Packet often referred to as “nomination papers”, includes the following forms:

- Nomination Petitions (if applicable)
- Declaration of Candidacy
- Ballot Designation Worksheet
- Candidate Statement of Qualifications
- Statement of Economic Interests (Form 700)
- Campaign Finance Disclosure
- Code of Fair Campaign Practices

Nomination Petitions

Candidates for City, East Bay Municipal Utility District, and Alameda-Contra Costa Transit District offices are required to file nomination petitions with the required number of valid signatures for the office.

Signers of nomination petitions must be registered voters and reside in the district. Nomination petitions for special district offices are furnished by the County Elections office. The City Clerk’s office is responsible for issuing nomination petitions to candidates running for City office.

The number of signatures required for each office is listed on pages 3 - 5.

Circulators of Nomination Petitions

Circulators must be 18 years of age or older. Candidates may circulate and sign his/her own nomination petitions.

The Affidavit of Circulator, located on the back of each petition, must be completed in the circulator's own hand, including if the candidate circulates his or her own petition.

Election Code 102, 104

Signers’ Qualifications

Registered voters in the district in which the candidate is to be voted on are eligible to sign the petition.

Signers’ Limitations

Signers may only sign one nomination petition for any candidate for a given office. In the case where more than one position is to be filled in the same office, signers may sign nomination petitions for as many candidates as there are positions to be filled for that office.

Election Code 8069

Verification of Signatures on Nomination Petitions

Petitions are validated in the order of arrival. The signatures of all signers on nomination petitions are verified by the Elections Office, generally within 24-48 hours. Cities will be notified immediately after the signatures have been verified.

Filing Fee Information

Certain cities require a filing fee to be paid by the candidate when filing the “Declaration of Candidacy” The fee is determined by the City Clerk.

Declaration of Candidacy

The “Declaration of Candidacy” is filed by each candidate for City, School, and Special District offices.

The “Declaration of Candidacy” is an official document in which the candidate indicates how his/her name and ballot designation is to appear on the ballot. The candidate declares that he/she meets the statutory and/or constitutional qualifications for the office sought, and that if nominated, the candidate will accept the nomination and not withdraw.

The “Declaration of Candidacy” is not to be removed from the office of the filing official unless an authorized agent is picking up the “Candidate Application Packet” on behalf of the candidate. See page 14 “Filing Nomination Papers on Behalf of a Candidate” for further information.

Election Code 8001, 8800, 8801

Ballot Designation Worksheet

The ballot designation is the word or group of words that will appear on the ballot under the candidate’s name, designating the candidate’s principal profession, vocation, or occupation.

Ballot designations for City candidates will be reviewed and accepted by the City Clerk’s office. Ballot designations may be rejected if they do not comply with the rules set by the California Election Code 13107. If rejected, the candidate is to be notified by phone or by registered or certified mail, with a return receipt, addressed to mailing address appearing on the candidate’s ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot.

If a candidate fails to file a “Ballot Designation Worksheet”, no designation will appear on the ballot.

Election Code 13107, 13107.3, 13107.5

Ballot Designation Guidelines and examples are found in Attachment A.

Public Review Period

After the close of the filing period, anyone may examine any candidate’s ballot designation. During a 10-calendar-day period commencing the day after the close of the filing period, any voter of the jurisdiction in which the election is being held or the city or county elections official may seek a writ of mandate or an injunction challenging a ballot designation.

No challenges may be submitted to or will be considered by the Elections Division or Registrar nor should be considered by City Clerks.

Election Code 13313, 13314

Candidate Statement of Qualifications

Each candidate for elective office may prepare an optional candidate statement at their own expense (unless districts agree to pay the cost). The candidate statement is designed to familiarize voters with a

candidate's qualifications for the office he/she is seeking. The candidate statement is incorporated into the Voter Information Guide, and will be mailed to all registered voters, eligible to vote for that particular office. The candidate statement is printed in English, Spanish, and Chinese.

Every candidate filing for office must complete a "Candidate Statement of Qualifications Form" indicating whether or not a candidate statement will be filed. For a sample of the guidelines see Attachment B.

Election Code 13307

Shared Districts

If a candidate is filing for an office where the district extends into another county and the candidate wishes to have their candidate statement printed in that county, the candidate must contact the appropriate county for payment and publication of the candidate statement.

Filing of "Candidate Statement"

The candidate statement will be formatted to appear, as closely as possible, to the hard copy filed. Statements are subject to the word counts and guidelines described in Attachment B.

In addition to filing a copy, our office needs the statement in an editable text format emailed to the following address: cfile@vote.cccounty.us.

Restrictions

The candidate statement cannot refer to opponents in any manner and may not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

Election Code 13308

Withdrawing/Changing the Statement

The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 pm of the next business day, after the close of the filing period. A candidate must sign a statement if he/she chooses to withdraw the candidate statement. A new candidate statement cannot be filed to replace a withdrawn candidate statement after the end of the filing period.

The candidate statement will remain confidential until after the close of the filing period for the office sought.

Election Code 13311

Public Review Period

After the close of the filing period, anyone may examine the candidate statements. During a 10-calendar day period, commencing the day after the close of the filing period, any voter of the jurisdiction in which the election is being held or the city or county elections official may seek a writ of mandate or an injunction challenging any or all of the material in a candidate statement.

No challenges may be submitted to or will be considered by the Elections Division or Registrar nor should be considered by City Clerks.

Election Code 13313, 13314

Statement Costs

The cost of the candidate statement must be paid at the time the statement is filed. For the statement costs by office see Attachment C.

Statement of Economic Interests (Form 700)

Every candidate is required to file a "Statement of Economic Interests" (Form 700) disclosing certain financial interests.

Candidates who file for office with a city, file the Form 700 with the City Clerk's office. School and Special Districts file with the County Elections Division at the time nomination papers are filed.

The Form 700 is not required if the candidate has filed a Form 700 for the same jurisdiction within 60 days prior to the filing of his/her "Declaration of Candidacy". The candidate shall file a copy of their previously filed Form 700.

Government Code 87202, 87203

Campaign Finance Disclosure

All state and local candidates, their committees, and committees supporting or opposing ballot measures are required to report campaign contributions and expenditures.

Effective January 1, 2016, the recipient committee qualification threshold was raised from \$1,000 to \$2,000.

When a school or special district candidate receives nomination papers, he/she will receive an informational overview of all filing responsibilities including electronic filing of all campaign disclosures.

As of August 2016, Contra Costa County Ordinance 530-2.808 requires all campaign disclosure reports and documents mandated by the California Political Reform Act to be filed electronically.

Candidates for City office file Campaign Finance forms with the City Clerk's office which may be paper or electronic filing at the discretion of the city.

Candidates should familiarize themselves thoroughly with the information provided by the FPPC and carefully note the filing deadlines, as the Act imposes penalties for late filing of campaign statements. Information and requirements can be found at www.fppc.ca.gov.

Government Code 85201

For a brief summary of the most commonly used forms, see Attachment E.

Code of Fair Campaign Practices (Optional)

By subscribing to the Code of Fair Campaign Practices, a candidate vows to follow the principles of decency, honesty, and fair play. Subscription to the Code is optional. Completed forms are to be filed with the filing official, and shall be retained for public inspection until 30 days after the election.

Election Code 20400, 20420, 20440-20444

WRITE-IN CANDIDATES

A person who did not file during the regular filing period may file for office as a write-in candidate. There is no fee or charge required of a write-in candidate, except in the case of some city offices.

Any person who desires to be a write-in candidate, and have any votes cast for him/her reported, shall file a "Statement of Write-In Candidacy".

The write-in filing period begins September 10, 2018 and ends October 23, 2018.

Election Code 8600, 8601

Cities, East Bay Municipal Utility District, and Alameda-Contra Costa Transit District require nomination signatures to be collected for a valid write-in candidacy. Signers of nomination papers for write-in candidates shall be voters in the district in which the candidate is to be voted on. See pages 3 - 5 for the required number of nomination signatures.

Write in candidates must also file the same forms required of other candidates, who have filed during the regular filing period. The candidate statement form or ballot designation form does not apply to write-in candidates and write-in candidates may not submit a candidate statement.

Votes cast for official write-in candidates will be reported at the time of certification.

COMMON QUESTIONS AND SITUATIONS

Filing Nomination Papers on Behalf of a Candidate

If a candidate is unable to pick up their Candidate Application Packet in person, he/she may designate a person to act on his/her behalf. A written statement or “Authorization Form”, signed and dated by the candidate, authorizing a person to receive the “Declaration of Candidacy” form and all other nomination papers from the Elections Office is required. See Attachment D for a sample of the “Authorization Form”. The “Authorization Form” is available on our website. If the candidate will not be filing in person, the “Declaration of Candidacy” must be notarized before filing. Because an original signature is required, nomination documents may not be filed by fax or email. The candidate’s designee may only receive and deliver papers and may not make any changes on the nomination documents.

Election Code 8028

Appearance of Names on the Ballot

A randomized alphabet drawing is the basis for determining the order of candidates on the ballot. Each candidate will be placed on the ballot in the order that each of the letters of his/her surname was drawn. For example, the placement of candidates with the surnames of Miller and Ramos will depend on the order in which the letters M and R were drawn.

Six calendar days after the end of the filing period, the Secretary of State conducts a drawing of the letters. For the November 2018 Election the drawing will be conducted on August 16, 2018.

Election Code 13112

Appointments In-Lieu of an Election

Special Districts

If the number of candidates is equal to or less than the number of vacancies to be filled within the particular district, the office does not appear on the ballot. The Board of Supervisors appoints the unopposed candidates. Appointees by the Board of Supervisors take office and serve exactly as if elected at the General Election.

Election Code 10515

School Districts

If the number of candidates is equal to or less than the number of offices to be filled within a particular district, an election will not be held and the qualified candidates shall be seated at the organizational meeting of the school district governing board.

Education Code 5326

Candidates Elected at General Election

The candidate(s) for a school district, special district or city office that receive(s) the highest number of votes from all votes cast for candidates for that office shall be elected to that office.

Election Code 10551, 10600

Election Night Results

Election results are available on our website at www.cocovote.us beginning at 8:00 pm on Election Night. Results will be updated periodically, until all Election Day ballots are counted.

Candidates and/or members of their campaigns are welcome to observe the Election Night processes. Observer guidelines will be issued upon arrival.

Final Official Results

Beginning the day after the election, a complete audit of all returns is performed. Any uncounted Vote by Mail ballots are processed and counted. Additionally, provisional ballots are processed and counted and votes cast for qualified write-in candidates are counted.

Election code requires the election to be certified by 30 days following the election.

Taking Office

OFFICE	AUTHORITY	DATE
School Districts	Education Code 5000, 5017	December 7, 2018
Special Districts	Election Code 10507, 10554	
East Bay Municipal Utility District	Municipal Utility District Act 11863	January 1, 2019
Cities	Election Code 10263	Varies

Holding or Running For More Than One Office

Candidates are not prohibited from seeking more than one elective office, and may serve in more than one office. There are, however, situations when holding more than one office is considered a conflict and incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices prevents an elected official from holding two offices simultaneously if the offices have overlapping and conflicting public duties.

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

Government Code 1099

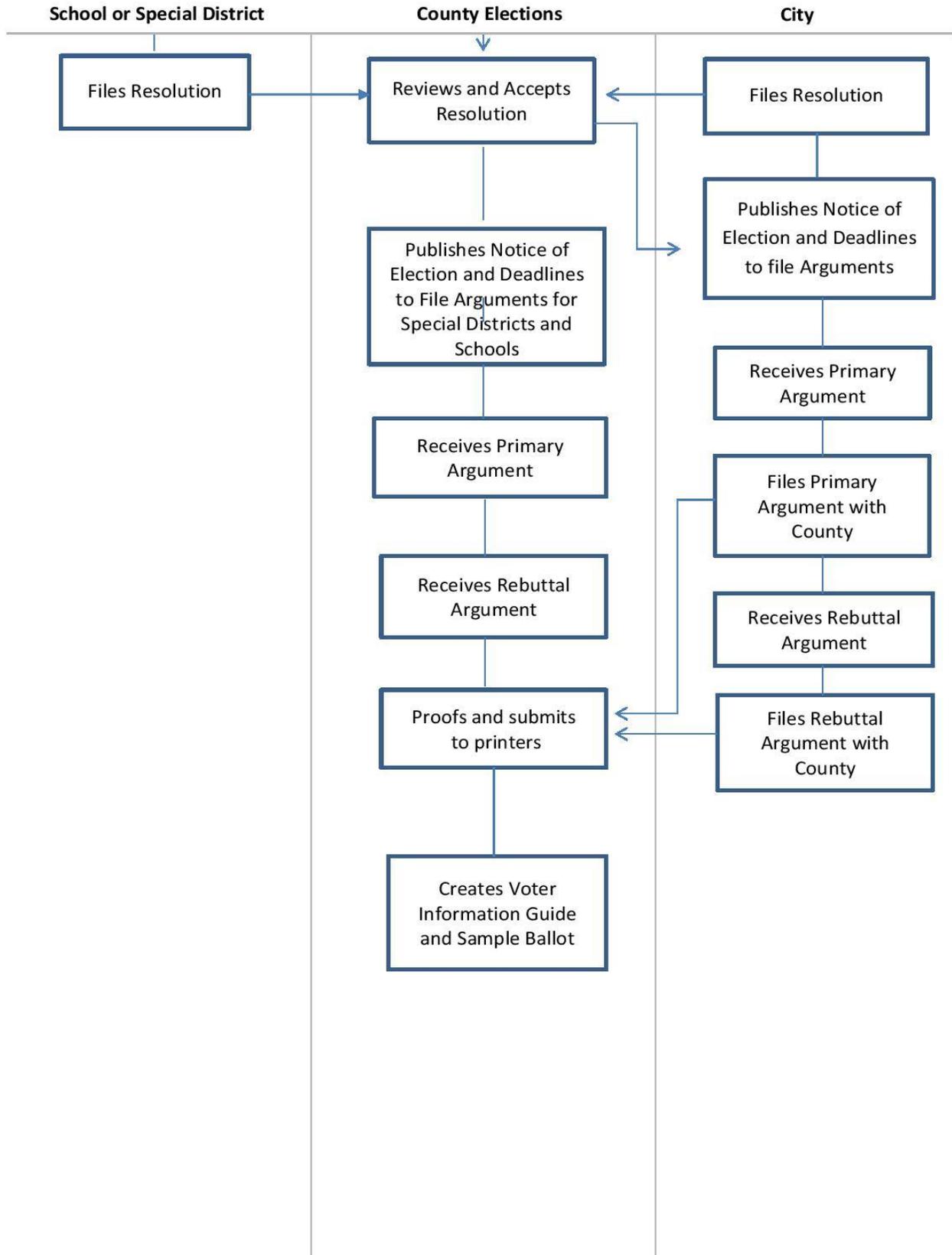
For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov or phone toll free (866) 275-3772.

The Political Reform Act, Government Code 1099

MEASURE KEY DATES

Start	End	Local District Official	County Elections	Start	End
Jul. 24	Aug. 10		Submit Bond & Tax Measures to County Auditor	E-105	E-88
Jul. 24	Aug. 10	Cities Publish Notice of Election	Publish Notice of Election for Schools & Special Dist.	E-105	E-88
Aug. 10		Last Day to Place a Measure on the Ballot		E-88	
Aug. 11	Aug. 20	Public Examination Period	Public Examination Period	E-87	E-78
Aug. 16			Assign Local Measure Letter	E-82	
Aug. 15		Last Day for Amending or Withdrawing a Measure		E-83	
Aug. 17		Deadline for Impartial Analysis		E-81	
Aug. 22		Deadline for Primary Arguments		E-76	
Aug. 27		Deadline for Rebuttal Arguments		E-71	
Sep. 6		Last Day to File Writ of Mandate		E-61	
Sep. 27		Estimated Voter Information Guide Mailing		E-40	

MEASURE FILING FLOWCHART



Impartial Analysis

Impartial Analysis for Special Districts and School Districts will be prepared by County Counsel. For City Measures the Impartial Analysis will be prepared by the City Attorney. The Impartial Analysis becomes public after the 5 pm deadline.

Tax Rate Statements

Tax Rate Statements must be supplied for each bond issue proposed by a county, city, district or other political subdivision. The statement is to be filed no later than the 88th day prior to the election. The Tax Rate Statements are available to the public after the 5 pm deadline.

Arguments

The governing board, representatives from a bona fide association of citizens or any individual voter who is eligible to vote on the Measure may file a written Argument in Favor or Against any county, school, or district measure placed on the ballot. Arguments are due by 5 pm on the deadline date chosen by the County Elections Division. The word limit is 300. The proponent's names and signatures must be on actual primary Argument.

The individuals signing an argument on behalf of a "bona fide" association do not have to be registered voters in the jurisdiction, but must file a "Bona Fide Association of Citizens Filer Data Sheet". Arguments are due by 5 pm on the deadline date chosen by the County Elections Official. Arguments are available to the public after the 5 pm deadline.

The elections official receiving the primary arguments shall send copies of the Argument in Favor of the Measure to the authors of the Argument Against and copies of the Argument Against the Measure to the authors of the Argument in Favor.

Rebuttal Arguments

Rebuttal Arguments must be signed by the same authors of the arguments unless the original signers of the arguments authorize, in writing, others to sign the Rebuttal Arguments. A "Release for Rebuttal Argument" should be filed with the Rebuttal Arguments. The word limit is 250. The proponent's names and signatures must be on the same page as the Primary Argument.

Cities must adopt the provisions of *Election Code 9285* before the acceptance of rebuttal arguments is allowed.

Rebuttal arguments are due by 5 pm on the deadline date chosen by the Elections Official. Rebuttal arguments are available to the public after the 5 pm deadline.

Measure letters will be assigned based upon a random draw. No letters are excluded from the random draw. If, during the election, all letters have been used, lettering will continue with "AA", "BB", etc.

When a jurisdiction has more than one measure, each measure will be placed on the ballot in the order the resolution was adopted by the governing board regardless of the letter placement in the random letter draw.

Unused letters will not carry over to the next election. Each election will begin with a new randomized alphabet drawing.

ATTACHMENT A - BALLOT DESIGNATION GUIDELINES

The ballot designation is the word or words, which appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate. The listing of a designation on the ballot is optional.

Election Code 13107

Ballot designations become public once filed on the "Declaration of Candidacy." Ballot designations cannot be changed by the candidate after the final date to file for office.

Format of Ballot Designation

A ballot designation may be an elective office title, officeholder status, or profession.

The following examples illustrate each type. Combining these types is not permitted.

Elective Office Title

Words designating the elective public office currently held, provided the officeholder was elected to the office. In the case of judicial offices only, an appointed Judge may use the office title.

Example A: Governing Board Member

Example B: Board member, XYZ School District

Officeholder Status

Incumbent: The word "Incumbent" may be used if the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

Appointed Incumbent: The phrase "Appointed Incumbent" may be used if:

- a) the candidate holds an office other than a judicial office by virtue of appointment and is a candidate for the same office; or,
- b) a candidate for the same or other office, the word "Appointed" and the title of the office.

The phrase "Appointed Incumbent" is not required of a candidate who seeks reelection to an office that they hold and to which they were appointed in-lieu of an election.

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

Profession

Principal Occupation: 3-Word Profession/Occupation/Vocation - No more than three words designating the current principal professions, vocations, or occupations of the candidate.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: Businessman/Councilmember

Community Volunteer

A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

- a) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
- b) A candidate may not use the designation of "Community Volunteer" in combination with any other principal profession, vocation or occupation.
- c) A candidate is not engaged concurrently in another principal profession, vocation or occupation.

No Occupation Desired

If no ballot designation is requested, the word "NONE" and the candidate's initials must be written in the space provided for ballot designation on the Declaration of Candidacy form. The space provided for the ballot designation on the official ballot will be blank.

Unacceptable Designations

Designations will not be accepted if:

- It would mislead the voter.
- It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- It abbreviates the word "retired" or places it following any word(s) that it modifies.

Unacceptable: Ret. Policeman

Policeman, Retired

- It includes the name of any political party, whether or not it has qualified for the ballot.
- It uses any word(s) referring to a racial, religious or ethnic group.
- It refers to any activity that is prohibited by law.
- It uses a word or prefix, such as "former" or "ex-," which means a prior status.

Unacceptable: Former Policeman

Ex-Policeman

The only exception is the use of the word "retired."

Acceptable: Retired Policeman

ATTACHMENT B - CANDIDATE STATEMENT OF QUALIFICATIONS INFORMATION

CANDIDATE STATEMENT OF QUALIFICATIONS FORM

**Candidate Statement of Qualifications
For the General Election to be held November 6, 2018
(Elections Code 13307, 13309, and 13311)**

Instructions to Candidate: Your statement will be printed exactly as submitted. Carefully check for content, spelling, punctuation and grammar before submission. No changes are allowed once the statement is filed.

This form must be filed along with the candidate statement.

In addition to filing a hardcopy, you will need to submit your final candidate statement in an editable text format to the following email address: _____

Hard copy must bear signature.

Office Name: _____ Contest ID: ____ Candidate ID: ____

Word Limit: 250 • Cost: \$ _____ • Paid By: Candidate District

Candidate Name: _____

I have reviewed the attached statement and I understand that no corrections or changes are allowed after it has been filed (pursuant to EC 13307). I understand that Contra Costa County is mandated under the Voting Rights Act to provide voting materials and information in English, Spanish, and Chinese.

I do not wish to file a Candidate Statement.

Dated _____ Signature of Candidate _____

WORD COUNT CRITERIA

The following are the guidelines for computing the word count for candidate statements.

Acronyms - UCLA, PTA	one word
California Geographical Names - Examples: County of Contra Costa, Contra Costa Community College District, Antioch → Unified School District, East Bay Regional Park District, Bay Area Rapid Transit District.	one word
Walnut Creek, Bay Point →	one word
Bay Area →	one word
Whole numbers - digits (1 - 10 - 100, etc.)	one word
Number combinations (1990, 1990-1991, 100%)	one word
Dates - all digits (11/5/96) Word and digits (June 2, 1998)	one word one word
Monetary amounts - If the dollar sign is used with figures - \$1,000 Spelled out numbers - One Hundred, Ten Thousand	one word each word is counted
Regularly hyphenated words that appear in the Merriam-Webster Dictionary online.	one word
Normal punctuation	not counted
Telephone numbers	one word
Website addresses / email	one word

SAMPLE CANDIDATE STATEMENT LAYOUT

Below are samples of 250-word candidate statements, as they would appear in the Voter Information Guide. Statements will appear in the same order as the candidates appear on the ballot. Each candidate is paying for a ¼ page.

WASHINGTON UNIFIED SCHOOL DISTRICT

JANE DOE
Businesswoman

I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.

I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals.

I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.

If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children.

I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote Thank you.

JOHN T. WHEELER
Attorney/Educator/Rancher

I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.

I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals.

I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.

If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children.

I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote. Thank you.

MARY SMITH
Teacher

I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district. I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district. I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals. I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows. If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children. I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote

Thank you.

Each candidate statement is formatted into a box measuring approximately 3.5" x 4.25"

4.25 inches

3.5 inches

ATTACHMENT C - CANDIDATE STATEMENT COST TABLE
November 6, 2018

SCHOOL DISTRICT	STATEMENT COSTS	WORD LIMIT	PAID BY
Acalanes Union High	\$1,157.00	250	Candidate
Antioch Unified	\$845.00		
Brentwood Union	\$569.00		
Byron Union	\$233.00		
Canyon Elementary	\$200.00		
Contra Costa Board of Education			
Area 2	\$1,997.00		
Area 4	\$1,853.00		
Area 5	\$1,517.00		
Contra Costa Community College			
Ward 1	\$1,505.00		
Ward 3	\$1,673.00		
Ward 4	\$1,841.00		
John Swett Unified	\$233.00		
Knightsen Elementary	\$200.00		
Lafayette School	\$389.00		
Liberty Union High	\$941.00		
Livermore Valley Joint Unified			
Shared with Alameda	\$200.00		
Martinez Unified			
District TBD	\$200.00		
District TBD	\$200.00		
Moraga School	\$269.00		
Mt. Diablo Unified	\$2,009.00		
Oakley Union Elementary	\$377.00		
Orinda Union	\$317.00		
Pittsburg Unified	\$473.00		
San Ramon Valley Unified	\$1,313.00		
Walnut Creek School	\$569.00		
West Contra Costa Unified	\$1,745.00		
SPECIAL DISTRICT			
Alameda-Contra Costa Transit		250	Candidate pays one time in County of residence.
At Large – Shared with Alameda County	\$1,361.00		
Ambrose Recreation & Park	\$257.00	250	Candidate
Bethel Island Municipal Improvement	\$200.00		
Byron Sanitary	\$200.00		
Byron Bethany Irrigation			
Division 1	\$200.00		
Division 3	\$200.00		
Castle Rock County Water	\$200.00		
Central Contra Costa Sanitary	\$3,029.00		

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement costs will double.

SPECIAL DISTRICT	STATEMENT COSTS	WORD LIMIT	PAID BY
Contra Costa Water Division 1	\$725.00	250	Candidate
Division 2	\$785.00		
Crockett Community Services	\$200.00		
Diablo Community Services	\$200.00		
Diablo Water	\$401.00		
Town of Discovery Bay Community Services	\$233.00		
Dublin-San Ramon Services Shared with Alameda County	\$401.00	250	Candidate pays one time in County of residence.
East Bay Municipal Utility Ward 2	\$1,889.00		
Ward 3	\$701.00		
Ward 4	\$389.00		
Ward 7	\$245.00		
East Bay Regional Park Ward 6	\$3,137.00		
Ward 7	\$2,885.00	250	Candidate
East Contra Costa Fire Protection	\$970.00		
East Contra Costa Irrigation Division 1	\$245.00		
Division 4	\$257.00		
Green Valley Recreation & Park	\$200.00		
Ironhouse Sanitary	\$413.00		
Kensington Fire Protection	\$200.00		
Kensington Police & Community Services	\$200.00		
Knightsen Town Community Services	\$200.00		
Los Medanos Community Healthcare	\$677.00		
Moraga-Orinda Fire Protection Division 1	\$200.00		
Division 3	\$200.00		
Division 4	\$200.00		
Mt. View Sanitary	\$305.00		
Pleasant Hill Recreation & Park	\$461.00		
Rodeo Sanitary	\$200.00		
Rodeo-Hercules Fire Protection	\$377.00		
Rollingwood-Wilart Park Rec. & Park	\$200.00	250	Candidate pays one time in County of residence.
San Francisco Bay Area Rapid Transit District 2	\$2,633.00		
San Ramon Valley Fire Protection	\$1,301.00	250	Candidate
Stege Sanitary	\$437.00		
West Contra Costa Healthcare	\$1,817.00		
West County Wastewater	\$665.00		

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement costs will double.

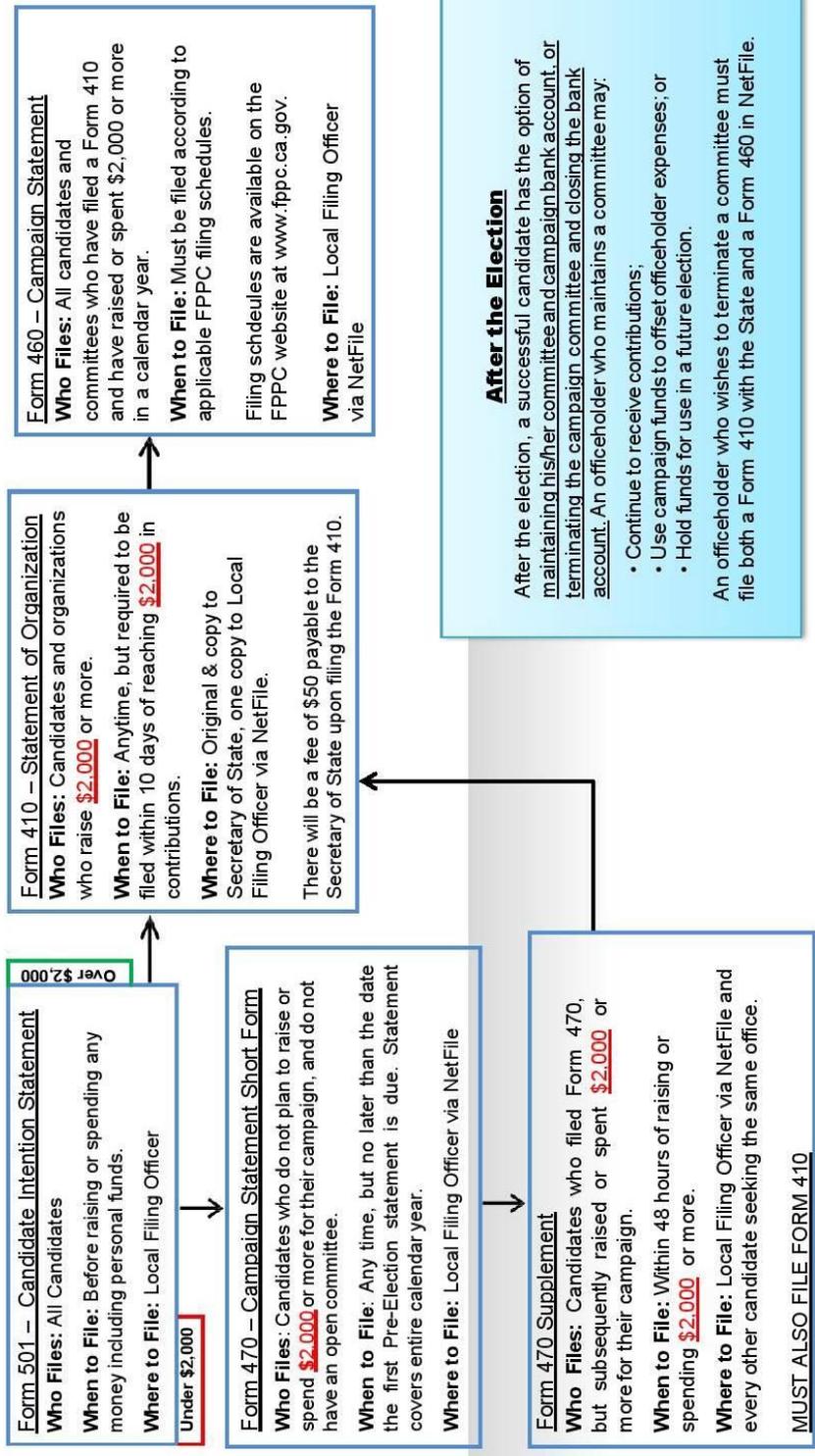
CITY	STATEMENT COSTS	WORD LIMIT	PAID BY
Antioch	\$809.00	250	Candidate
Brentwood	\$557.00		
Clayton	\$233.00		
Concord			
District TBD	\$200.00		
District TBD	\$200.00		
District TBD	\$200.00		
Treasurer	\$965.00		
Danville	\$509.00		
El Cerrito	\$329.00		
Hercules	\$317.00		
Lafayette	\$365.00		
Martinez			
District TBD	\$200.00		
District TBD	\$200.00		
Mayor	\$449.00		
Moraga	\$269.00		
Oakley	\$389.00		
Orinda	\$305.00		
Pinole	\$269.00		
Pittsburg	\$545.00		
Pleasant Hill	\$401.00		
Richmond	\$797.00		
San Pablo	\$269.00		
San Ramon	\$653.00		
Walnut Creek	\$713.00		

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement costs will double.

ATTACHMENT E - SUMMARY OF CAMPAIGN FINANCE DISCLOSURE REQUIREMENTS



Basic Filing Guidelines for Candidates & Committees. For more information you may contact FPPC at **1-866-ASK-FPPC** and by going to the FPPC website at **www.fppc.ca.gov**



SUMMARY OF CAMPAIGN FINANCE DISCLOSURE REQUIREMENTS

FORM 501 - Candidate Intention Statement

This statement must be filed before a candidate solicits or receives any contributions or loans from others or before any expenditure are made from personal funds on behalf of his/her candidacy, excluding personal funds used to pay filing fees and/or fees for Statements of Qualifications.

Exception: Form 501 is not required to be filed by candidates who do not intend to receive any contributions or loans, and the only expenditures from personal funds would be for payment of the filing fee, if applicable, and the Statement of Qualifications. Form 501 is not used to obtain a Committee Identification Number.

Please note that Forms 410, 460, and 470 must be filed electronically with NetFile at www.netfile.com/filer.

FORM 410 - Statement of Organization

The Form 410 must be filed if a candidate or committee receives contributions or loans totaling \$2,000 in a calendar year. This statement must be filed within 10 days of opening a campaign bank account at a financial institution in California. All personal funds and/or contributions or loans made to the candidate, to a person on behalf of the candidate, or to the candidate's controlled committee shall be deposited in the campaign bank account prior to expenditure. *A printed copy of the Form 410 must be filed with the Secretary of State's Office to obtain a Committee Identification Number.*

FORM 460 - Recipient Committee Campaign Statement

Candidates for office who receive contributions or have expenditures in excess of \$2,000 must file pre-election and semi-annual campaign statements during the year in which their election is being held. Please refer to the Filing Schedule for filing deadlines.

FORM 470 - Officeholder/Candidate Campaign Statement-Short Form

Candidates for office who expect to receive or spend less than \$2,000 during the election and who do not have a controlled committee may file a Form 470 with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement).

FORM 470 - Supplemental

Supplemental Candidate and Officeholder Campaign Statement. This form applies to candidates and officeholders who have filed a Form 470 and subsequently receive contributions or make contributions totaling \$2,000 or more for a calendar year. Once a Supplemental Form 470 is filed, the candidate or officeholder will be required to file a Form 410 and 460.

ATTACHMENT F - DISTRICT REGISTRATION BY PARTY

District Registration by Party

As of November 1, 2017

	Democrat	Republican	American Independent	No Party Preference	Other	Vote-by-Mail	Total
Contra Costa County	300,200	127,180	15,786	145,846	9,808	373,922	598,820
Federal and State Offices:							
Congressional District 5	29,667	8,081	1,387	12,884	983	31,386	53,002
Congressional District 9	48,591	25,187	3,327	23,380	1,426	62,820	101,911
Congressional District 11	205,277	83,647	10,039	96,674	6,943	253,389	402,580
Congressional District 15	16,665	10,265	1,033	12,908	456	26,327	41,327
Assembly District 11	59,961	28,012	3,924	28,128	1,751	74,200	121,776
Assembly District 14	88,359	37,790	5,175	43,309	3,388	107,319	178,021
Assembly District 15	78,132	10,067	2,180	29,730	2,365	73,892	122,474
Assembly District 16	73,748	51,311	4,507	44,679	2,304	118,511	176,549
County Offices:							
Member, Board of Supervisors, District 1	66,696	7,759	1,799	24,729	2,087	62,520	103,070
Member, Board of Supervisors, District 4	59,841	30,226	3,688	30,891	2,314	78,406	126,960
Cities:							
Antioch	28,424	8,308	1,477	12,181	745	29,548	51,135
Brentwood	13,399	9,574	1,070	7,376	451	20,272	31,870
Clayton	3,034	2,810	244	1,587	98	4,722	7,773
Concord	30,804	13,905	1,974	15,546	1,201	38,047	63,430
Danville	10,119	11,059	841	6,720	325	18,699	29,064
El Cerrito	10,122	1,066	183	3,600	353	9,817	15,324
Hercules	8,215	1,664	256	3,687	179	8,119	14,001
Lafayette	8,373	4,452	432	4,123	263	12,113	17,643
Moraga	4,601	3,019	238	2,663	139	7,623	10,660
Martinez	11,675	5,298	778	5,362	564	14,489	23,677
Oakley	9,787	4,649	658	4,423	259	12,386	19,776
Orinda	6,522	3,440	292	3,181	189	10,035	13,624
Pinole	6,320	1,602	273	2,510	160	6,669	10,865
Pittsburg	18,184	3,835	735	7,868	462	17,924	31,084
Pleasant Hill	10,111	4,520	580	5,119	454	12,696	20,784
Richmond	33,198	3,097	876	12,194	1,048	30,055	50,413
San Pablo	6,703	631	200	2,823	199	6,223	10,556
San Ramon	15,875	9,435	974	12,417	439	24,791	39,140
Walnut Creek	20,752	11,395	1,133	10,369	666	30,058	44,315

	Democrat	Republican	American Independent	No Party Preference	Other	Vote-by-Mail	Total
School Districts:							
Acalanes Union High School	36,988	19,696	1,923	18,180	1,175	54,813	77,962
Anitoch Unified School	29,619	9,012	1,571	12,621	779	31,109	53,602
Brentwood Union School	14,104	9,996	1,130	7,721	469	21,256	33,420
Byron Union School	2,631	3,304	370	1,735	119	5,356	8,159
Canyon Elementary School	114	7	2	31	17	99	171
Contra Costa Board of Ed - Area 2	68,259	35,513	3,499	33,611	2,108	95,801	142,990
Contra Costa Board of Ed - Area 4	51,441	40,427	3,774	33,444	1,534	82,853	130,620
Contra Costa Board of Ed - Area 5	55,636	19,116	3,151	24,955	1,631	61,617	104,489
Contra Costa Community College - Ward 1	67,287	7,619	1,803	25,014	2,136	62,899	103,859
Contra Costa Community College - Ward 3	57,577	24,505	3,559	28,822	2,399	70,321	116,862
Contra Costa Community College - Ward 4	51,018	40,239	3,759	32,956	1,522	82,124	129,494
John Swett Unified School	4,610	1,025	183	1,880	149	4,603	7,847
Knightsen Elementary School	653	609	70	366	32	1,153	1,730
Lafayette School	9,422	5,035	482	4,604	290	13,642	19,833
Liberty Union High School	26,336	18,231	2,190	13,978	875	39,188	61,610
Livermore Valley Joint Unified School	52	68	0	28	5	110	153
Martinez Unified School	9,212	4,272	638	4,258	446	11,428	18,826
Moraga School District	4,659	3,059	238	2,683	142	7,677	10,781
Mt Diablo Unified School	67,781	32,357	4,114	34,865	2,662	86,384	141,779
Oakley Union Elementary School	8,948	4,322	620	4,156	255	11,423	18,301
Orinda Union School	6,523	3,449	294	3,181	191	10,032	13,638
Pittsburg Unified School	15,355	3,053	616	6,192	378	14,484	25,594
San Ramon Valley Unified School	32,607	29,448	2,380	24,308	988	58,000	89,731
Walnut Creek School	16,270	8,146	907	7,681	535	23,363	33,539
West Contra Costa Unified School	77,640	10,018	2,171	29,536	2,351	73,372	121,716
Special Districts:							
Alameda-Contra Costa Transit	60,644	6,238	1,551	22,386	1,956	56,173	92,775
Ambrose Recreation & Park	5,415	1,251	250	2,698	194	5,554	9,808
Beithel Island Municipal Improvement	359	313	48	192	22	601	934
Byron Bethany Irrigation - Division 1	40	69	3	21	6	94	139
Byron Bethany Irrigation - Division 3	15	23	2	15	1	35	56
Byron Sanitary	110	88	11	54	5	175	268
Castle Rock County Water	58	63	4	33	4	111	162
Central Contra Costa Sanitary	94,906	60,927	5,763	54,567	3,246	145,147	219,409
Contra Costa Water - Division 1	24,082	7,064	1,259	11,360	890	25,738	44,655
Contra Costa Water - Division 2	24,449	10,300	1,491	11,801	1,125	29,679	49,166
Crockett Community Services	1,304	315	67	502	55	1,349	2,243
Diablo Community Services	140	429	29	128	6	476	732
Diablo Water	9,864	4,704	664	4,472	264	12,489	19,968
Town of Discovery Bay Community Services	2,651	3,148	360	1,735	119	5,292	8,013
Dublin San Ramon Services	8,345	4,196	451	7,296	201	12,892	20,489

	Democrat	Republican	American Independent	No Party Preference	Other	Vote-by-Mail	Total
Special Districts (continued)							
East Bay Municipal Utility - Ward 2	54,547	41,076	3,567	31,729	1,802	88,666	132,721
East Bay Municipal Utility - Ward 3	22,110	9,014	964	10,007	654	29,043	42,749
East Bay Municipal Utility - Ward 4	12,956	1,324	227	4,361	421	12,415	19,289
East Bay Municipal Utility - Ward 7	3,603	2,602	244	2,425	99	5,574	8,973
East Bay Regional Park - Ward 6	97,550	62,487	6,373	57,814	3,507	143,616	227,731
East Bay Regional Park - Ward 7	107,215	41,864	6,213	49,623	3,380	124,881	208,295
East Contra Costa Fire Protection	27,475	19,081	2,296	14,485	921	40,923	64,258
East Contra Costa Irrigation - Division 1	4,670	1,618	243	2,169	105	5,170	8,805
East Contra Costa Irrigation - Division 4	4,444	2,181	317	2,111	133	5,819	9,186
East Contra Costa Irrigation - Division 5	4,852	4,241	409	2,514	148	8,007	12,164
Green Valley Recreation & Park	325	241	19	161	13	456	759
Ironhouse Sanitary	10,312	5,094	731	4,748	292	13,245	21,177
Kensington Fire Protection	2,834	258	44	761	68	2,618	3,965
Kensington Police Protection & Community Services	2,834	258	44	761	68	2,618	3,965
Knightesen Town Community Services	291	359	35	160	15	549	860
Los Medanos Community Healthcare	23,686	5,345	1,005	10,648	668	23,768	41,352
Moraga-Orinda Fire Protection Division - 1	1,756	1,251	96	993	54	2,856	4,150
Moraga-Orinda Fire Protection Division - 3	2,564	1,342	125	1,304	75	3,882	5,410
Moraga-Orinda Fire Protection Division - 4	2,641	1,402	112	1,286	76	4,156	5,517
Mt. View Sanitary	6,435	2,918	453	3,191	310	7,906	13,307
Pleasant Hill Recreation & Park	11,933	5,393	673	6,055	509	15,357	24,563
Rodeo-Hercules Fire Protection	10,919	2,273	358	4,825	256	10,791	18,631
Rodeo Sanitary	2,541	588	97	1,077	71	2,541	4,374
Rollingwood-Wilart Park Recreation & Park	733	74	19	349	27	636	1,202
S.F. Bay Area Rapid Transit - District 2	96,244	39,142	5,801	45,521	3,064	113,660	189,772
San Ramon Valley Fire Protection	32,244	29,164	2,362	24,108	980	57,354	86,858
Stege Sanitary	15,305	1,504	279	5,164	515	14,473	22,767
West Contra Costa Healthcare	80,953	10,725	2,286	30,919	2,445	76,629	127,328
West County Wastewater	27,890	3,810	817	10,815	807	26,358	44,139

ATTACHMENT G – HISTORICAL VOTER TURNOUT FOR CONTRA COSTA COUNTY

Election Date	Voter Registration	Total Turn Out	% Turn Out	VBM Vote	% Voting VBM	No. of Precincts
Nov. 8, 2016	607,515	487,355	79.23%	309,319	65.26%	656
Jun. 7, 2016	558,523	278,127	49.80%	175,555	63.12%	656
Nov. 4, 2014	527,521	259,007	49.10%	165,617	63.94%	652
Jun. 3, 2014	528,162	151,788	28.74%	111,836	73.68%	650
Nov. 6, 2012	556,327	442,143	79.48%	245,953	55.63%	834
Jun. 5, 2012	520,098	192,761	37.06%	133,566	69.26%	646
Nov. 2, 2010	533,825	352,657	66.10%	200,064	56.73%	807
Jun. 8, 2010	525,992	210,417	40.00%	138,739	65.94%	628
Nov. 4, 2008	527,145	456,876	86.67%	234,043	51.23%	854
Jun. 3, 2008	490,954	169,475	34.52%	117,766	69.49%	772
Feb. 5, 2008	475,821	318,224	66.88%	168,668	53.00%	816
Nov. 7, 2006	486,441	308,206	63.36%	161,520	52.41%	1,032
Jun. 6, 2006	489,263	185,241	37.86%	111,115	59.98%	885
Nov. 8, 2005	492,656	281,120	57.05%	125,770	44.75%	556
Nov. 2, 2004	504,505	418,335	82.92%	156,920	37.51%	921
Mar. 2, 2004	453,034	250,235	55.24%	96,358	38.51%	787
Oct. 7, 2003	444,355	320,994	72.23%	111,387	34.70%	489
Nov. 5, 2002	484,640	274,087	56.6%	93,428	34.09%	1,072
Mar. 5, 2002	478,754	187,496	39.2%	57,765	30.81%	910
Nov. 7, 2000	493,826	384,300	77.80%	116,192	30.34%	1,078
Mar. 7, 2000	458,136	276,352	60.30%	78,947	28.57%	907
Nov. 3, 1998	485,910	306,712	63.10%	94,026	30.70%	934
Jun. 2, 1998	492,730	222,717	45.20%	68,660	30.80%	877
Nov. 5, 1996	555,734	356,383	64.10%	80,819	22.70%	975
Mar. 26, 1996	510,990	216,359	42.30%	52,798	24.40%	839
Nov. 8, 1994	492,562	305,529	62.00%	67,316	22.00%	953
Jun. 7, 1994	475,884	169,670	35.70%	36,071	21.30%	821
Nov. 3, 1992	507,451	389,391	76.70%	76,624	19.70%	946
Jun. 2, 1992	452,315	216,287	47.80%	44,902	20.80%	800
Nov. 6, 1990	453,435	277,999	61.30%	58,115	20.90%	906
Jun. 5, 1990	431,802	200,263	46.40%	35,742	17.80%	791
Nov. 8, 1988	452,491	341,149	75.40%	54,424	16.00%	
Jun. 7, 1988	406,769	207,140	50.90%	22,090	10.70%	
Nov. 4, 1986	409,507	256,007	62.50%	24,531	9.60%	
Jun. 3, 1986	391,137	161,104	41.20%	15,115	9.40%	
Nov. 6, 1984	427,593	326,301	76.30%	33,371	10.20%	
Jun. 5, 1984	380,311	185,524	48.80%	13,490	7.30%	
Nov. 2, 1982	365,642	257,887	70.50%	15,146	5.90%	
Jun. 8, 1982	375,460	207,846	55.40%	10,238	4.90%	
Nov. 4, 1980	358,560	291,155	81.20%	16,815	5.80%	
Jun. 3, 1980	344,670	231,313	67.10%	10,776	4.66%	

ATTACHMENT H - SAMPLE - RESOLUTION CONTAINING ELECTION ORDER

Adopt and file with the County Registrar of Voters
NOT LATER THAN (E-125) JULY 5, 2018

BEFORE THE BOARD OF DIRECTORS OF THE
Name of Special District
CONTRA COSTA COUNTY, STATE OF CALIFORNIA

Resolution Ordering) **RESOLUTION NO.** _____
Specifications of the Election Order)

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; may establish the cost; and determine whether the costs be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the **6th day of November, 2018**, for the purpose of electing members to the board of directors of said district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, **the 6th day of November 2018**. The purpose of the election is to choose members of the board of directors or councilmembers for the following seats: (List offices and terms)

2. The District has determined that the _____ will pay for the Candidate's
(District or Candidate)

Statement. As a condition of having the Candidate's Statement published, the candidate shall pay the costs at the time of filing. The District hereby establishes the cost for a candidate statement as the following: \$_____

3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, **and to the Board of Supervisors.**
7. THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Director _____

Seconded by Director _____, at a regular meeting on this day of _____, 2018, by the following vote:

AYES: _____ NOES: _____
ABSENT: _____ ABSTAIN: _____
DATED: _____

DISTRICT SECRETARY
District

ATTACHMENT C - CANDIDATE STATEMENT COST TABLE
November 6, 2018

SCHOOL DISTRICT	STATEMENT COSTS	WORD LIMIT	PAID BY
Acalanes Union High	\$1,157.00	250	Candidate
Antioch Unified	\$845.00		
Brentwood Union	\$569.00		
Byron Union	\$233.00		
Canyon Elementary	\$200.00		
Contra Costa Board of Education			
Area 2	\$1,997.00		
Area 4	\$1,853.00		
Area 5	\$1,517.00		
Contra Costa Community College			
Ward 1	\$1,505.00		
Ward 3	\$1,673.00		
Ward 4	\$1,841.00		
John Swett Unified	\$233.00		
Knightsen Elementary	\$200.00		
Lafayette School	\$389.00		
Liberty Union High	\$941.00		
Livermore Valley Joint Unified Shared with Alameda	\$200.00		
Martinez Unified			
District TBD	\$200.00		
District TBD	\$200.00		
Moraga School	\$269.00		
Mt. Diablo Unified	\$2,009.00		
Oakley Union Elementary	\$377.00		
Orinda Union	\$317.00		
Pittsburg Unified	\$473.00		
San Ramon Valley Unified	\$1,313.00		
Walnut Creek School	\$569.00		
West Contra Costa Unified	\$1,745.00		
SPECIAL DISTRICT			
Alameda-Contra Costa Transit At Large – Shared with Alameda County	\$1,361.00	250	Candidate pays one time in County of residence.
Ambrose Recreation & Park	\$257.00	250	Candidate
Bethel Island Municipal Improvement	\$200.00		
Byron Sanitary	\$200.00		
Byron Bethany Irrigation			
Division 1	\$200.00		
Division 3	\$200.00		
Castle Rock County Water	\$200.00		
Central Contra Costa Sanitary	\$3,029.00		

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement costs will double.

SPECIAL DISTRICT	STATEMENT COSTS	WORD LIMIT	PAID BY
Contra Costa Water Division 1 Division 2	\$725.00 \$785.00	250	Candidate
Crockett Community Services	\$200.00		
Diablo Community Services	\$200.00		
Diablo Water	\$401.00		
Town of Discovery Bay Community Services	\$233.00		
Dublin-San Ramon Services Shared with Alameda County	\$401.00		
East Bay Municipal Utility Ward 2 Ward 3 Ward 4 Ward 7	\$1,889.00 \$701.00 \$389.00 \$245.00	250	Candidate pays one time in County of residence.
East Bay Regional Park Ward 6 Ward 7	\$3,137.00 \$2,885.00		
East Contra Costa Fire Protection	\$970.00	250	Candidate
East Contra Costa Irrigation Division 1 Division 4	\$245.00 \$257.00		
Green Valley Recreation & Park	\$200.00		
Ironhouse Sanitary	\$413.00		
Kensington Fire Protection	\$200.00		
Kensington Police & Community Services	\$200.00		
Knightsen Town Community Services	\$200.00		
Los Medanos Community Healthcare	\$677.00		
Moraga-Orinda Fire Protection Division 1 Division 3 Division 4	\$200.00 \$200.00 \$200.00		
Mt. View Sanitary	\$305.00		
Pleasant Hill Recreation & Park	\$461.00		
Rodeo Sanitary	\$200.00		
Rodeo-Hercules Fire Protection	\$377.00		
Rollingwood-Wilart Park Rec. & Park	\$200.00		
San Francisco Bay Area Rapid Transit District 2	\$2,633.00		
San Ramon Valley Fire Protection	\$1,301.00	250	Candidate
Stege Sanitary	\$437.00		
West Contra Costa Healthcare	\$1,817.00		
West County Wastewater	\$665.00		

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement costs will double.

CITY	STATEMENT COSTS	WORD LIMIT	PAID BY
Antioch	\$809.00	250	Candidate
Brentwood	\$557.00		
Clayton	\$233.00		
Concord			
District TBD	\$200.00		
District TBD	\$200.00		
District TBD	\$200.00		
Treasurer	\$965.00		
Danville	\$509.00		
El Cerrito	\$329.00		
Hercules	\$317.00		
Lafayette	\$365.00		
Martinez			
District TBD	\$200.00		
District TBD	\$200.00		
Mayor	\$449.00		
Moraga	\$269.00		
Oakley	\$389.00		
Orinda	\$305.00		
Pinole	\$269.00		
Pittsburg	\$545.00		
Pleasant Hill	\$401.00		
Richmond	\$797.00		
San Pablo	\$269.00		
San Ramon	\$653.00		
Walnut Creek	\$713.00		

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement costs will double.